

College

Information

A: Division:

INSTRUCTION

New Course

COMMERCIAL AND BUSINESS

ADMINISTRATION

Revision of Course

JUNE 1996

Program:

OFFICE ADMINISTRATION

OADM 322

D:

MEDICAL OFFICE TRANSCRIPTION
AND WORD PROCESSING

E:

3

C:

APPLICATIONS

Subject & Course No.

Descriptive Title

Section

F: Calendar Description: Students in this course will learn and apply the principles of medical transcription practices. Emphasis is placed on speed, accuracy and the use of medical information. Students will transcribe a variety of records, words processed, and will be applied in the production of memos, letters, and medical office documents.

Summary of Revisions:

Type of Instruction: Hrs per week

Blair, Bahar, et al. *Blair's Medical Dictionary*.
Glencoe/McGraw-Hill.

's or Taber's Medical Dictionary, Latest Ed.

Dorland

LEARNING OUTCOMES

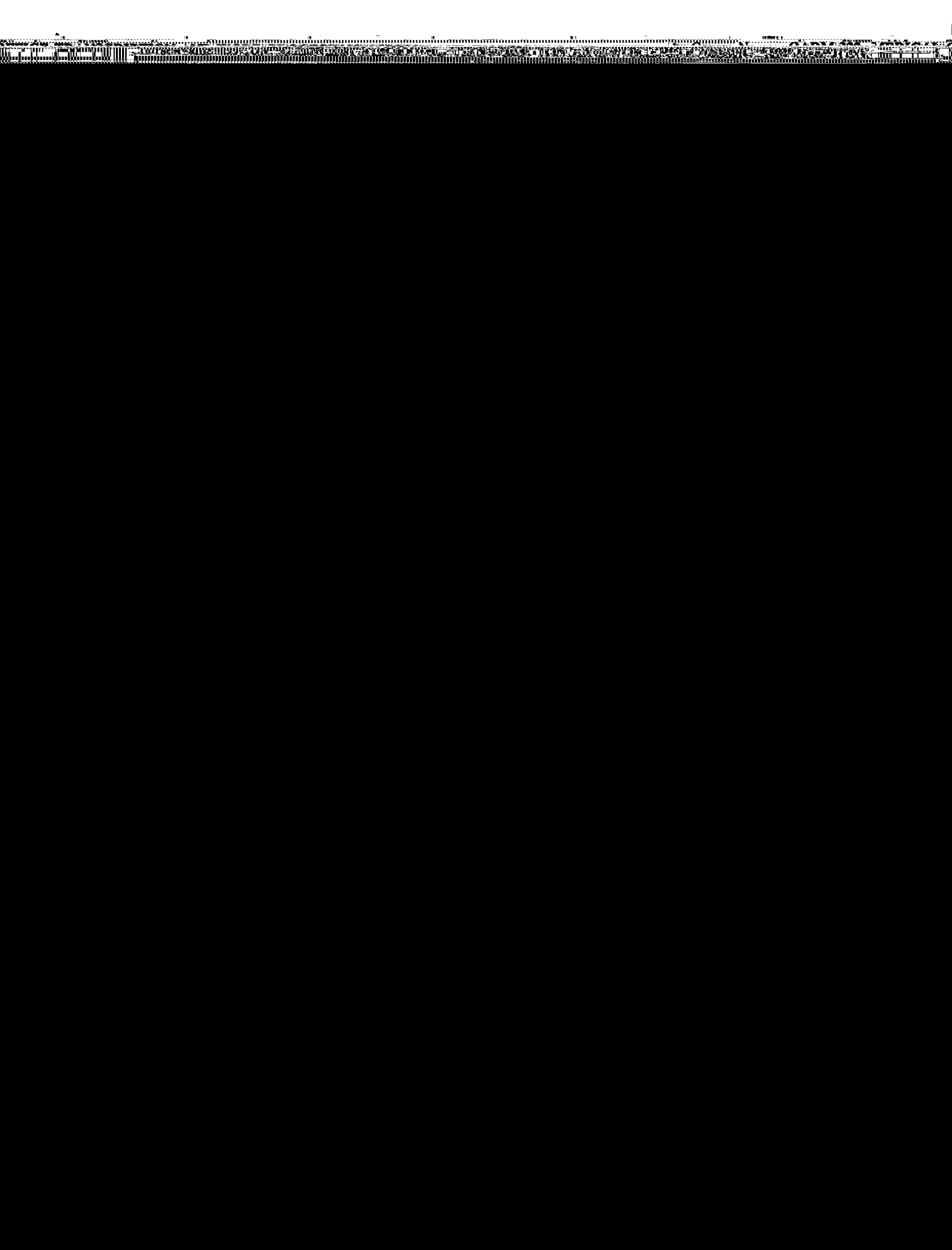
O: LE

Student has reliably demonstrated the ability to:

The learner

1. accurately transcribe medical information from recorded data using acceptable medical formats;

1. accurately
form



Module 5 - Speed and Accuracy Development

Improve speed and

5.1 Use diagnostic software to recognize areas of weakness in order to improve accuracy.

5.2 Perform drills and corrective practice to develop speed and accuracy.

O. METHOD OF INSTRUCTION

Demonstration, guided practice, as well as self-paced and timed lab
corrective learning is an integral part of this course. A "hands-on"

A combination of lecture, demonstrations, and assignments will be used. A

R. COURSE EVALUATION

30%

Hospital Transcription Assignments (5-7)
Medical Office Application Assignments
(untimed 35-40; timed 3-4)

30%

Average of best three 5-minute medical
timed writings

40%

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