



# EFFECTIVE: SEPTEMBER 2005 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2005**

B. Department / **Commerce & Business Admin.** Revision  New Course   
 Program Area: **Office Administration** If Revisio

Course No.	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description: <b>Students in this course will learn and apply the principles of medical transcription. Practice in transcribing a variety of medical reports from machine-recorded medical information with speed and accuracy will be emphasized, as well as proofreading skills and utilization of reference materials.</b>		
Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Lectures and Seminars</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>Lecture:           2 Hours</b> <b>Seminar:           2 Hours</b> <b>Total:               4 Hours</b>  Number of Weeks per Semester:  <b>15 Weeks X 4 Hours per Week = 60 Hours</b>	<b>H:</b> Course Prerequisites:  <b>(25 nwpm or OADM 1103 or OADM 1106) and OADM 1256 and OADM 1114 and English 11 with a grade of "C" or better or equivalent</b>	
	<b>I:</b> Course Corequisites:  <b>OADM 1214 and OADM 1303</b>	
	<b>J:</b> Course for which this Course is a Prerequisite  <b>OADM 1401</b>	
	<b>K:</b> Maximum Class Size:  <b>30</b>	
<b>L:</b> PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )		

**M:** Course Objectives / Learning Outcomes

The learner will reliably demonstrate the ability to:

1. Understand the importance of the confidentiality of medical reports.
2. Describe the purpose and content of the medical record.
3. Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbol and metric measurement rules.
4. Select and use current reference materials effectively.
5. Exhibit ethical behaviour with respect to copyright of software, confidentiality, privacy of documents on screen, and sharing of disks and information.
6. Set priorities and effectively apply time management strategies.
7. Proofread medical information with speed and accuracy.

**N:** Course Content:***Transcription Equipment and Disk Usage***

- 1.1 Use transcription equipment.
- 1.2 Use checklist to solve common hardware problems.
- 1.3 Respect lab rules and regulations.
- 1.4 Apply backup techniques and strategies.
- 1.5 Practice proper care of tapes and disks.

***Medical Documents***

- 2.1 Transcribe medical information from recorded data, using acceptable medical formats, for the following reports.
  1. History and physicals
  2. Radiology
  3. Pathology
  4. Operative
  5. Consultation
  6. Discharge summaries

***Reference sources***

- 3.1 Access and use available reference sources when keyboarding medical documents including:
  - Medical dictionaries
  - Medical pharmaceutical references
  - Secretarial handbooks
  - Computer spell check and grammar check

**O:** Methods of Instruction

A combination of lecture, demonstration, guided practice, as well as self-paced and timed lab assignments will be used.

Active learning is an integral part of this course. A "hands-on" environment will allow students to work independently and collaboratively to learn and hone transcription skills and techniques used in the community.

**P:** Textbooks and Materials to be Purchased by Students

Mary Ann Novak and Patricia A. Ireland. Hillcrest Medical Center-Beginning Medical Transcription Course, Latest Edition, Delmar Publishers.

Dorland's or Taber's Medical Dictionary, Latest Edition.

