



SEPTEMBER 2003
CURRICULUM GUIDELINES

A: Division: **Instructional** Effective Date: **September 2003**

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

If Revision, Section(s) Revised: **H, J, K**

Date of Previous Revised: **2002-02:**

Date of Current Revision: **F,H,K,M,N,P,Q,R**
February 2003

C: OADM 322 D: MEDICAL OFFICE TRANSCRIPTION E: 3

Subject & Course No.	Descriptive Title	Semester Credits									
<p>F: Calendar Description: 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.</p>											
<p>G: Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Lecture and Laboratory</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture: 2 Hours Laboratory: 3 Hours</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 5 Hours Per Week = 75 Hours</p>	<p>H: Course Prerequisites: 40 nwpm and OADM 256 and OADM 114 and Academic English 11 with a grade of "C" or better or equivalent.</p> <p>I. Course Corequisites: OADM 214 and OADM 303</p> <p>J. Course for which this Course is a Prerequisite: OADM 401</p> <p>K. Maximum Class Size: 30</p>										
<p>L: PLEASE INDICATE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; border: 1px solid black;"><input type="checkbox"/></td> <td style="width: 15%;">Non-Credit</td> <td style="width: 80%;"></td> </tr> <tr> <td style="border: 1px solid black;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> <td></td> </tr> <tr> <td style="border: 1px solid black;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> <td style="text-align: center;">Requested <input style="width: 30px;" type="checkbox"/> Granted <input style="width: 30px;" type="checkbox"/></td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)</p>			<input type="checkbox"/>	Non-Credit		<input checked="" type="checkbox"/>	College Credit Non-Transfer		<input type="checkbox"/>	College Credit Transfer:	Requested <input style="width: 30px;" type="checkbox"/> Granted <input style="width: 30px;" type="checkbox"/>
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M: Course Objectives/Learning Outcomes

The learner will reliably demonstrate the ability to:

1. Maintain the importance of the confidential nature 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 behavior 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 spellcheck 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>P: Textbooks and Materials to be Purchased by Students</p> <p>Mary Ann Novak and Patricia A. Ireland. <u>Hillcrest Medical Center-Beginning Medical Transcription Course</u>, Latest Edition, Delmar Publishers.</p> <p><u>Dorland's or Taber's Medical Dictionary</u>, Latest Edition.</p>												
<p>Q: Means of Assessment</p> <p>Hospital Transcription Assignments</p> <table style="margin-left: 40px;"> <tr> <td>Production test No. 1</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Production test No. 2</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Production test No. 3</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Production test No. 4</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Production test No. 5</td> <td style="text-align: right;"><u>20%</u></td> </tr> <tr> <td></td> <td style="text-align: right;">100%</td> </tr> </table>	Production test No. 1	20%	Production test No. 2	20%	Production test No. 3	20%	Production test No. 4	20%	Production test No. 5	<u>20%</u>		100%
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Production test No. 4	20%											
Production test No. 5	<u>20%</u>											
	100%											
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is not open for PLAR.</p>												

Course Designer(s): **Sheena Graves**

Education Council/Curriculum Committee Representative

Dean/Director: **Jim Sator**

Registrar: **Trish Angus**