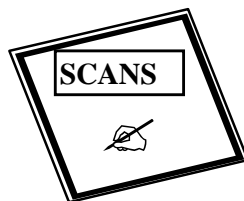




HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS

MEDICAL TRANSCRIPTION I
MRMT 1307

(Formerly POFM 1331: Medical Transcription)



SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS
SCANS COMPETENCIES INCORPORATED
STUDENT LEARNING OUTCOMES (CO)

HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
COURSE SYLLABUS
MEDICAL TRANSCRIPTION I
MRMT 1307



SCANS Competencies Included in Textbook

<i>Instructor:</i>	<i>CRN:</i>
<i>Phone:</i>	<i>Time:</i>
<i>Office Hours:</i>	<i>Campus:</i>

FINAL EXAM:

LAST DAY TO ADMINISTRATIVELY OR WITHDRAW:

TEXTBOOKS AND MATERIALS (For all colleges EXCEPT Northeast College)**

Medical Transcription – Techniques, Technologies, and Editing Skills, Third Edition, Ettinger, Alice G. & Ettinger, Blanche. ISBN: 978-0-76383-109-7. (Dictations (CD format) included with the textbooks.)

CD player or personal computer with a disc drive – school or home.

Although not required, students may select the option for a foot pedal (WAV pedal) for use with CD. The following website has information on the Wav foot pedal for use with CD:

Special discounts on foot pedals and software – includes tech support and instructor training - <http://www.startstop.com/emcp> discount code: paradigm1

Other sources: <http://www.theprogrammers.com/wavp.html>;
<http://www.startstop.com/home.asp>; <http://www.nxpeds.com/purchase.htm> or other Internet sites.

Optional Medical Dictionary:

1. Stedman’s Medical Dictionary for the Health Professions, 5th Edition.
2. Dorland’s Illustrated or Taber’s Cyclopedia Medical Dictionary

NOTE: The instructor will furnish a medical dictionary to be used during class. The HCCS library has a medical dictionary in the reference section.

Materials needed by the second week of class:

1. Two 8 ½” x 11” file folders with pockets
2. Three-ring notebook with dividers
3. Dictations and Templates CD (provided with textbook)
4. Internet Resource Center, www.emcp.net/MedTrans3e
5. Foot pedal and player software (optional), www.startstop.com/emcp
6. USB flash drive

COURSE DESCRIPTION

This course teaches students the medical transcription techniques, technologies, and editing skills needed to prepare to work in the medical transcription profession. The main objective is to provide the students with a knowledge of the content and formats of medical reports typically dictated in clinics, hospitals, and hospital ancillary and support facilities. Progressive transcription skill-building is achieved through medical specialty-based patient studies.

STUDENT LEARNING OUTCOMES (CO)

Upon successful completion of this course, students should be able to do the following:

1. Students will identify terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, obstetrics and gynecology, urology and nephrology, neurology, psychology, hematology and oncology, and immunology
2. Students will describe the purpose and types of information contained in the most common kinds of reports transcribed
3. Students will transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports

These objectives can be achieved by reading the material presented in the text-workbook, by transcribing the medical reports, and by completing the proofreading exercises.

The time estimated to complete the case studies is 32 class hours (2 days per week for 16 weeks), plus additional laboratory time to transcribe the medical reports (approximately 3-6 hours per case study).

Transcription time will vary depending on the length of the case study, the student's keyboarding skills, and the student's command of English language usage and punctuation.

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook..

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan

information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

CLASS ATTENDANCE

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. Students are responsible for materials covered during their absence, and it is the student's responsibility to consult with the instructor for make-up assignments.

DISABILITIES POLICIES

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office." For questions, contact Dr. Becky Hauri at 713-718-7909. Also visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

ACADEMIC HONESTY

All Houston Community College System students are required to exercise academic honesty in completion of all tests and assignments. Penalties for academic dishonesty (cheating on a test, plagiarism, collusion on an assignment, etc.) may include, but are not limited to a reduced grade or a 0 on that test or assignment, a "W" in the course, or an "F" in that course.

INCOMPLETE

The grade of "I" (incomplete is conditional). A student receiving an "I" must arrange with the instructor to complete course work by the end of the following term (excluding summer). After the deadline, the grade of "I" becomes and "F". All "I's" must be changed to grades prior to graduation.

DROP OR WITHDRAWAL POLICIES

A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. A drop or withdrawal request will not be accepted by telephone. A student who ceases to attend a class without officially dropping or withdrawing, will be given a grade of "F" for non-attendance. A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

LATE ASSIGNMENTS and MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due at the end of the level assignments.

REPEATER POLICY

Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible

about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

JOB CONNECTIONS ONLINE PLACEMENT SERVICES: <http://jobs.hccs.edu/>

Students and Alumni of the Houston Community College System can post resumes and search jobs online. Registration is free.

GRADING

The standard Houston Community College grading system will be used to evaluate your performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

STUDENT EVALUATION

The following grading system will be used in this course:

Evaluation	Percentage of Final Grade
Homework Assignments	20%
Class Transcription	30%
Attendance, Participation, Punctuality	10%
Transcription Tests	20%
<i>Final Exam</i>	20%
Total	100%

NOTICE



Assignments/Exams/Final must be turned in to the instructor only, on the specified due dates.

This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs.

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with my supervisor, Ms. Willie Caldwell, Department Chair, at 713-718-7808 or Room N-109 Scarcella Building.

MEDICAL TRANSCRIPTION I
MRMT 1307
Assignment Calendar

Week	Activity	Topic
1	Chapter 1	Introduction to Medical Transcription
2	Chapter 2	Medical Transcription and Technology
	www.emcp.net/MedTrans3e	Web Resources and References
	Chapter 3	Medical Terminology Review
3	Chapter 4	Perfecting Your Editing Skills
	Appendix A	Overview of Specialties
	Appendix B	Introduction to Templates
4	Chapter 5	Dermatology
5	Chapter 6	Ophthalmology
6	Chapter 7	Otorhinolaryngology
7	Chapter 8	Pulmonology
8	Chapter 9	Cardiology
9	Chapter 10	Gastroenterology
10	Chapter 11	Obstetrics and Gynecology
11	Chapter 12	Urology and Nephrology
12	Chapter 13	Orthopedics
13	Chapter 14	Neurology and Psychiatry
14	Chapter 15	Hematology-Oncology
15	Chapter 16	Immunology
	Appendix E	Job Search
16	Final Exam	

HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT

STUDENT QUESTIONNAIRE



Student Success
Organizational Stewardship
Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?

Yes No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree? Yes No

Have you been given **job placement** information including:

- Job Placement Contact Person with
 - E-mail address
 - Telephone Number
 - Location
- Website address
- Access instruction for website including directions on how to navigate the job placement website

Yes No

Name _____

Print "your" Name

I, _____, have been given
Student Signature

Information regarding the above listed items.

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell's office on date of completion.



**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT**

Student Questionnaire

Name:	Last Name	First Name	MI	Social Security #
Address:	Street	Apt. #		Home Telephone
City	State	Zip Code		Cell Telephone #
E-mail address:				

Educational Plan

Have you determined your major? _____ Yes No _____

Have you filed a degree plan? _____ Yes No _____ (If no, please see your instructor or Business Technology Department Chair.)

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ Yes No _____

Is your employment _____ Part-time? or _____ Full-time?

If you are employed, please complete the following:

Employer _____

Address _____

City _____ St _____ Zip _____ Phone# _____

Comments:

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Willie T. Caldwell, Department Chair
10141 Cash Road, E119, Stafford Texas 77477

LECTURE/LAB TEACHING DEMONSTRATION

CLASS/CAMPUS: _____

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing.

A GLANCE AT *THIS* COMPUTER (Example)

1. What is a CPU _____
On-off buttons—(demonstrate) Start vs Reset
Student Response _____ Student Signature

2. Drives on this computer:
3 ½ inch disk (demonstrate disk) and/or USB Flash drive
CD Rom (demonstrate) Zip Drive (demonstrate)
Student Response _____ Student Signature

3. Desktop (personally their desktop while on that computer)
⇒ If projects are stored on the desktop of the computer in the classrooms
and/or HCC open labs, those documents are erased at the end of each day.

Name _____
Print “your” Name

I, _____, have been given
Student Signature

instructions on the use of “this” computer. *I was provided instruction in both the lecture and lab formats.*

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell’s office, Scarcella Room E119 or MC 1585B on date of completion of all lecture/lab classes for the semester.