LEWIS-CLARK STATE COLLEGE
BUSINESS TECHNOLOGY & SERVICE
SYLLABUS

COURSE TITLE: Medical Transcription I
COURSE NUMBER: MEDPT 251
CREDIT HOURS: 3
CONTACT HOURS: 80
LAB HOURS: 10
SEMESTER OFFERED: Fall 2014
PREREQUISITES: None
INSTRUCTOR: Rhona Alboucq
OFFICE LOCATION: SGC 200B
TELEPHONE NUMBER: 792-2371
E-MAIL: rjalboucq@lcsc.edu

TEXT:
Taber's Medical Dictionary
Medical Office Transcription, An Introduction to Medical Transcription 3rd Edition by Becklin and Sunnarborg

PURPOSE:
The purpose of this class is to provide the student with appropriate skills to perform the transcription duties in a physician’s office. The student will use medical terminology, English, and proofreading skills while keeping legalities and confidentiality of medical reports always in mind.

METHODS OF INSTRUCTION:
This course includes the following methods of instruction:

1. Hands-on experience - The student will transcribe actual dictated medical reports.

2. Individual instruction - The instructor will assist any student individually at any time during the class period. The student should raise his/her hand and the instructor will come to the student's desk.
METHODS OF EVALUATION:

Chapter transcription, chapter reviews, and unit transcription exams will be administered according to the attached Medical Transcription Course Schedule. This schedule needs to be adhered to in order to complete the course. The course is designed for students to work at a self-paced rate. Some students may need to use extra lab time outside of class in order to complete the work. Late work will result in points deducted.

Transcription consists of 11 report files and 5 exam files.

**Before beginning any transcription for each chapter,** the review section at the end of that chapter must be completed and given to the instructor for grading and recording.

All sections must be completed and turned in before taking the final. **NO LATE REPORTS WILL BE ACCEPTED.**

Students are expected to transcribe the exercises from the files. Students are then to proof the copies against the instructor’s copy. Scoring for chapter exercises will be as follows:

1 error 95%
2 errors............................90%
3 errors............................85%
4 errors............................80%
5 errors............................75%
More than 5 errors ...............Failing grade

Students are expected to transcribe test exercises from the tapes. Students will follow proper formatting. The tests are to be taken following the order shown for the class schedule. Errors will be counted for wrong word usage, spelling, incorrect use of abbreviations, and format errors. Scoring for tests will be as follows:

1 to 2 errors .......................95%
3 to 5 errors .......................90%
6 to 7 errors ......................85%
7 to 8 errors ......................80%
8 to 10 errors ....................75%
More than 10 errors .............Failing grade
All assignments and tests will be totaled to produce the final grade. Letter grades are assigned according to the percentage of maximum possible points the student has earned:

- 92 - 100% = A
- 83 - 91% = B
- 75 - 82% = C
- 75% or less = F

Chapter exercises and exams will constitute 90% of the final grade. The final test will account for 10% of the grade.

**GENERAL INSTRUCTIONS:**
The student must complete all work on the attached course outline and assignment sheet in order to complete this course.

There is a zero tolerance for cheating of any kind. Anyone caught cheating will be given an F for the course.

Three credits will be earned for satisfactory completion of the units shown on the course outline and assignment sheet. If a student has been enrolled all semester and is making satisfactory progress, it is anticipated that he/she should complete the requirements to receive credit, and therefore, **a grade of I cannot be given.** If a student is unable to complete the coursework during the required time, the course should be dropped and retaken the following semester.

Use the course outline and assignment sheet to chart your progress and keep your grades.

**ADDITIONAL INSTRUCTIONS:**
To competently transcribe medical reports, the student will:

1. Become familiar with all reference works before transcribing.
2. Indicate your name and report number on the top of each transcribed report. Even though speed is not being emphasized at this time, it is a good idea to keep track of the time required for each report to note your progress.
3. Reports may be handed in stapled together and as a chapter packet. Please attach your rough draft behind your final draft. If a report is not completed at the end of the class period, retain it and finish it during the next class period.
4. When you are transcribing test files, you may use your medical dictionary, text, and any other references available to you, except for asking a classmate or the instructor for help.

5. Please insert the year on your dictation as the previous year or this year, if it could have occurred during the current year. Remember that if you are using numeral dates in a medical report, you can use only two numerals for the month, date and year. (Ie.11/15/14) Also, remember that the date of the report is the date the procedure was performed.

6. Every secondary page of individual transcripted documents must have a heading that includes the following:

   Re: (Name of patient)
   Date: (Date of procedure)
   Page: (2, 3, etc)

**EXPECTED LEARNING OUTCOMES:**

Students are expected to:

1) Learn proper techniques for punctuation, capitalization, word division, spelling, plural formations, number figures, and abbreviation notations used in medical transcription with the goal of 100% accuracy.

2) Learn to use correct medical terminology in transcribing medical documents.

3) Demonstrate methods of producing a complete and correct medical report when part or parts of the transcription for the report are inaudible.

4) Learn to use acceptable formats for various medical reports, forms, and correspondence that are used in doctors' offices and other medical facilities.

5) Demonstrate competency in use of transcribing equipment.

Consumer Information

In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at [http://www.lcsc.edu/studentconsumerinformation/](http://www.lcsc.edu/studentconsumerinformation/)

Disability Accommodations

Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.
Student Rights and Responsibilities

Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (http://www.lcsc.edu/catalog/) and the LCSC Student Handbook (available at http://www.lcsc.edu/studentservices/contactus.htm) for more information.

Accidents/Student Insurance

Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance

Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty

Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the Dean of Student Services for official disciplinary action.

Illegal File Sharing

Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the Dean of Student Services’ web page (http://www.lcsc.edu/studentservices/).

Diversity Vision Statement

Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

http://www.lcsc.edu/culturaldiversity/