LEWIS-CLARK STATE COLLEGE
BUSINESS TECHNOLOGY & SERVICE
SYLLABUS

COURSE TITLE: Medical Transcription II
COURSE NUMBER: MEDPT 261-01
CREDIT HOURS: 3
INSTRUCTOR: Rhona Alboucq

OFFICE LOCATION: SGC 200B
TELEPHONE NUMBER: 792-2371
OFFICE HOURS: 10:00 – 12:00 Mondays and Wednesdays
E-MAIL: rjalboucq@lcsc.edu
TEXT: Forrest General Medical Center
Advanced Medical Terminology and
Transcription Course 3rd Edition by
Stewart and Lott;
Taber’s Cyclopedic Medical Dictionary by Davis

PREREQUISITES: MEDPT 251-01, Medical Transcription I
DATE: Fall 2014

PURPOSE:
The purpose of this class is to provide the student with appropriate skills to perform the
transcription duties in a hospital setting. 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 hospital-based 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, transcription exams, and transcription final will be administered
according to the attached Medical Transcription Course Schedule. This schedule is to give
students an idea of where they need to be in order to complete the course. Students will
work at a self-pace. Some students may need to use extra lab time outside of class in order
to complete the work.

All sections must be completed and turned in by finals week. NO LATE REPORTS WILL
BE ACCEPTED. Cheating of any kind will result in an “F” for the course.
Students are expected to transcribe the exercises from the electronic 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 will follow proper formatting. For words that cannot be deciphered, students are to leave enough underlined space as to actually allow the written word to be added, just as it would be done in a real work situation. 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 3 errors ..........95%
4 to 5 errors ..........90%
6 to 7 errors ..........85%
8 to 9 errors ..........80%
10 to 11 errors .........75%
More than 12 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 transcription will constitute 80% of the final grade. The final tests will account for 20% 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.

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 IP 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. Study the word lists in each unit before attempting transcription.
3. 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.
4. Reports should be stapled together and handed in as a chapter packet. If a report is not completed at the end of the class period, retain it and finish it during the next class period.
5. Use abbreviations only when the doctor dictates them, except for statistical items such as dosages, weights, measurements, symbols, etc.
6. When you are transcribing test files, you may use your medical dictionary and any other references available to you, except for asking a classmate or the instructor for help.
7. 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. (I.e.11/15/94) Also, remember that the date of the report is the date the procedure was performed.
8. Every secondary page 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.

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/

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/