**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: MDAS 1677

Course Title: Healthcare Documentation & Transcription II

Credit Hours: 3

Prerequisite: Medical Terminology with a “C” or better

Division/Discipline: Workforce Training and Community Education/Healthcare Documentation and Transcription

Course Description: A course planned to provide intermediate training for students enrolled in machine transcription of medical terminology that a beginning transcriptionist is likely to encounter in case histories, correspondence, x-ray or pathological reports, and some of the medical specialties currently recognized by the American Medical Association.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

Many health care organizations--hospitals, medical centers, clinics, nursing homes, research organizations, and physicians' offices need well-trained office professionals and medical transcriptionists. Today, more than ever before, fast, accurate, thorough personnel are needed to key medical reports, to key correspondence for physicians and administrators, and to create reliable medical records. It is well documented that physicians can serve more patients if they have competent and skilled office professionals. With the advent of Medicare, the shortage of medical office personnel has become more acute. (Medical Transcription training can provide job opportunities that will be challenging and will require great responsibility.)

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes and Competencies:

1. Interpret and transcribe and/or edit a variety of healthcare reports of intermediate difficulty by dictators with and without accents and dialects.
   1. Meet progressively demanding healthcare documentation accuracy and productivity standards.
   2. Appraise, and articulate awareness of, the value of continuing education and professional certification relevant to healthcare documentation practice.
2. Use language skills and medical knowledge to appropriately edit, revise, and clarify while transcribing/editing original healthcare documentation of intermediate difficulty, without altering the meaning of the dictation.
   1. Construct and deconstruct medical vocabulary by analyzing its structure, including prefixes, suffixes, combining forms, root words, plurals, nouns, and adjectives
   2. Distinguish between or among medical homophones (sound-alikes), commonly confused medical terms, and synonyms.
   3. Differentiate among common drug classes, forms, dosages, and routes of administration.
   4. Recognize, evaluate, and call attention to inconsistencies, discrepancies, and inaccuracies in healthcare documentation while transcribing and/or editing, without altering the meaning of the dictation.
3. Call attention to medical inconsistencies, discrepancies, and inaccuracies in documentation.
   1. Analyze errors and devise corrective strategies.
4. Evaluate the accuracy of healthcare documents of intermediate difficulty.
   1. Accurately transcribe and/or edit a minimum of 2100 minutes of authentic clinician-generated dictation during the program.
   2. Interpret and explain the content of medical records.
5. Define and apply medicolegal concepts to healthcare documents.
   1. Identify and analyze current trends and advancements in medicine.
   2. Explain the purpose of the healthcare record.
   3. Identify and apply medicolegal concepts and the role of the healthcare documentation specialist in risk management.
   4. Apply the AHDI Code of Ethics.
6. Meet progressively demanding accuracy standards while transcribing/editing reports of intermediate difficulty.
   1. Apply correct English usage and the rules of proper grammar, punctuation, and style and use correct spelling and logical sentence structure.
   2. Apply correct ergonomic habits.
7. Meeting progressively demanding productivity standards while transcribing/editing reports of intermediate difficulty.
   1. Demonstrate the ability to proofread and correct transcribed healthcare documents, including using critical thinking and editing skills.
8. Identify and use appropriate references, whether written or electronic, while transcribing proofreading, editing and revising.
   1. Evaluate the reliability of English and medical grammar and style references, as well as references for research and practice, and apply information from selected references.
   2. Apply correct medical style as defined by authorities such as AHDI’s **The Book of Style** and/or the AMA **Manual of Style**, especially rules that specifically apply to healthcare documentation and editing.
9. Recognize and adhere to account/client specific standards while transcribing/editing.
   1. Apply productivity and accuracy standards and definitions.
10. Identify elements in healthcare documentation practice that affect reimbursement (e.g. completeness, timeliness).
    1. Describes and uses general documentation concepts related to optimizing reimbursement.
    2. Accurately transcribe and/or edit a minimum of 2100 minutes of authentic clinician-generated dictation during the program.
11. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

1. **COURSE OUTLINE**