

**Department** : Office Systems Technology  
**Course Title** : Medical Transcription 1  
**Section Name** : MRMT 1407  
**Start Date** : 01/10/2011  
**End Date** : 05/06/2011  
**Modality** : FACE-TO-FACE  
**Credits** : 4

## Instructor Information

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**Name** : Sandie Graves  
**OC Email** : sgraves@odessa.edu  
**OC Phone #** : 432-335-6426

Office Hours:        MW 8:00 am to 12:00 pm  
                              TTH 11:00 am to 12:00 pm  
                              Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

### Course Description

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy

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### Prerequisites/Corequisites

POFI 2401, POFM 1213 or equivalent, or type 50 wpm, POFI 2401 or other word processing skills.

### Scans

Scans 1,2,3,4,6,9

### Course Objectives

1. Create documents following directions in manuals. (4)
2. Demonstrate use of correct language art skills, grammar, and punctuation. (2)
3. Format/Transcribe documents.(6)
4. \*Proofread documents. (2)
5. Verify calculations made by others. (3)
6. Read patient records and instructions for future reference. (1)
7. \*Create documents as patient histories and other medical reports. (2)

8. Organize and maintain information. (6)
9. Interpret and communicate information. (6)
10. Apply rule or principle to different situations in problem solving. (9)
11. Demonstrate the ability to transcribe with a minimum of 70 percent accuracy dictated reports on all cases. (6)

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\*INDICATES INTEGRATED, CORE CURRICULUMSKILLS  
(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

**Required Materials**

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USB drive  
2 reams of laser paper  
1 pair of headphones

HillCrest Medical Center  
Beginning Medical Transcription Course 6<sup>th</sup> Edition  
Patricia Ireland  
ISBN 1-4018-4108-2

**Assignments:**

<b>Cases and Terminology Test Due By:</b>	<b>Case Assigned</b>	<b>Description</b>
<b>1-27</b>	<b>1</b>	<b>The Reproductive System</b>
<b>2-10</b>	<b>2</b>	<b>The Musculoskeletal system</b>
<b>2-22</b>	<b>3</b>	<b>The Cardiopulmonary System</b>
<b>3-3</b>	<b>4</b>	<b>The Integumentary System</b>
<b>3-10</b>	<b>5</b>	<b>The Urinary System</b>
<b>3-29</b>	<b>6</b>	<b>The Nervous System</b>
<b>4-7</b>	<b>7</b>	<b>The Digestive System</b>

<b>4-19</b>	<b>8</b>	<b>The Endocrine System</b>
<b>4-28</b>	<b>9</b>	<b>The Lymphatic System</b>
<b>5-5</b>	<b>10</b>	<b>The Respiratory System</b>
<b>5-9</b>	<b>FINAL</b>	

### **Grading Policy**

This class is based on a points system. The following is a breakdown of the points available:

Case studies –	1000 points
Terminology quizzes	200 points
Final	200 points
Proofreading quizzes	<u>97 points</u>
Total points	1497 points

1663-1497 = A

1197-1662= B

1047-1196= C

898-1046= D

897 and below= F

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No late work is accepted. No makeup tests will be given.

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### **Special Needs**

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

### **Learning Resource Center (Library)**

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

### **Student E-mail**

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

## **Student Portal**

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

## **Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## **Important School Policies**

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

## **Disclaimer**

**\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**