

# WELCOME TO OIS-231.1 and .2 MEDICAL MACHINE TRANSCRIPTION

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## STUDENT COURSE OUTCOMES

In each of these one-unit courses, you will

- Understand the role of the medical transcriptionist in the health-care industry;
- Access the following website for detailed information regarding the medical transcription field: AHDI (*Association for Healthcare Documentation Integrity* [www.ahdionline.org](http://www.ahdionline.org))
- Use Word V2010 in the transcribing of a variety of medical reports;
- Master the "start-listen-stop-type" technique and "ear-finger-foot" coordination in transcribing a variety of medical reports from an array of doctors;
- Demonstrate the ability to comprehend verbal and written directions;
- Complete and submit error-free medical reports following excellent proofreading techniques;
- Complete and submit three 30-minute timings with a grade of C or better;
- Complete and submit a 30-minute final exam timing with a grade of C or better.

## COURSE OVERVIEW

In OIS-231.1, you are introduced to medical transcription as a career and to a variety of medical report formatting; you end this one-unit course with audio dictation in the field of dermatology. You develop "start-listen-stop-type" technique and "ear-finger-foot" coordination as you begin to master the techniques of machine medical transcription. You work at your own pace in completing a variety of transcripts; take several 30-minute timings on a variety of medical reports; and end with a 30-minute final exam timing on a specific medical report.

In OIS-231.2, you continue to master the "start-listen-stop-type" technique and "ear-finger-foot" coordination as you transcribe a variety of medical transcripts in the fields of urology, gastroenterology, and orthopedics; take several 30-minute timings on a variety of medical reports; and end with a 30-minute final exam timing on a specific medical report.

OIS-231.1 and .2 are required courses for the *Office Information Systems Medical Language Specialist* certificate/AA degree. Students who have registered in this course have a career goal to be employed as a medical transcriptionist; it is recommended that *OIS-102 Intermediate Typing* be taken before this course. OIS-231.1 and .2 are self-paced and are each one unit of credit which takes approximately 32 hours of lab time per course to complete.

*What is important for you as students is that once you begin your coursework, you finish it! Self-discipline, time management, the ability to follow the detailed course syllabus and textbook instructions, and regular submittal of assignments will ensure your success in this course. So, for lab instruction to be meaningful to students, it is important that students receive continual feedback from their grading instructor. Therefore, from the date of check-in with lab personnel, students will submit their graded assignments regularly throughout the semester.*

*We hope you will enjoy your self-paced learning experience with us; please be sure to talk with lab staff anytime you may need clarification on procedures.*

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