

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer course X A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: OIS 220 Medical Transcription Procedures

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS None.

PREREQUISITE:

COREQUISITE:

RECOMMENDED PREPARATION:

SCOPE OF COURSE: Designed for the medical transcription major. Topics include career information, ethical and legal issues in medical transcription, applied English skills, and techniques for the preparation of a variety of medical reports.

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. identify career opportunities available in the field of medical transcription;
2. identify the legal and ethical issues facing the medical transcriptionist;
3. apply appropriate English and proofreading skills to the completion of the final medical report;
4. evaluate and apply a variety of medical references to the completion of the medical report;
5. produce a variety of medical reports, including chart and progress notes, history and physicals, and numerous terminology-specific reports.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- A. Medical Transcriptionist's Career, Ethical, and Legal Responsibilities
- B. Equipment
- C. Punctuation, Capitalization, Abbreviations, Spelling, Word Division, Word Endings, Antonyms, Eponyms, and Homonyms Specific to Medical Reports
- D. Preparation of Medical Chart and Progress Notes
- E. Research and Preparation of a Variety of Medical Reports

REQUIRED READING:

Diehl, Marcy and Marilyn Fordney. Medical Typing and Transcribing Techniques and Procedures. 4 Edition. Philadelphia: W. B. Sanders Company, 1997.

SUGGESTED READING: A variety of medical reference books; for example,

- Stedman’s Medical Dictionary
- Grant’s Atlas of Anatomy
- Quick Look Drug Book

REQUIRED WRITING: Although skills demonstration is most appropriate, students will be producing a variety of one-page medical reports.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Activities include studying textbook assignments, reviewing lecture notes, and required writings.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)

- _____ One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- _____ Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Medical Reports	50%
Quizzes/Tests	25%
Final Exam	25%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Judy Dolan

SIGNATURES ON FILE: