

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 231 Medical Machine Transcription,
Modules I-VI

UNIT VALUE: 1 unit per module; 6 units total

MINIMUM NUMBER OF SEMESTER HOURS: 32 hours per module.

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None.

COREQUISITE: None.

RECOMMENDED PREPARATION:

Module I: A minimum grade of "C" in OIS 102 and 220; MA 55
and MA 56.

Module II: A minimum grade of "C" in OIS 231.1

Module III: A minimum grade of "C" in OIS 231.2

Module IV: A minimum grade of "C" in OIS 231.3

Module V: A minimum grade of "C" in OIS 231.4

Module VI: A minimum grade of "C" in OIS 231.5

SCOPE OF COURSE:

Module I: Basic techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to the introduction of medical transcription, reports, and dermatology will be included. Designed for the Office Information Systems-Medical Office Specialist or Medical Transcriptionist major.

Module II: Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to urology, gastroenterology, and orthopedics will be included. Designed for the Office Information Systems- Medical Office Specialist or Medical Transcriptionist major.

Module III:Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to cardiology, pulmonary, endocrinology, and obstetrics/gynecology will be included. Designed for the Office Information Systems-Medical Transcriptionist major.

Module IV:Continued development of techniques for transcribing medical dictation from transcription equipment Medical terminology from the SUM tapes related to otorhinolaryngology, ophthalmology, neurology, and pharmacology will be included. Designed for the Office Information Systems- Medical Transcriptionist major.

Module V: Medical transcription applications from the American Association of Medical Transcriptionist tapes on radiology, general medicine, and general surgery. Designed for the Office Information Systems-Medical Transcriptionist major.

Module VI:Advanced medical transcription applications from the American Association of Medical Transcriptionist tapes on radiology, general medicine, and general surgery. Designed for the Office Information Systems-Medical Transcriptionist major.

SPECIFIC COURSE OBJECTIVES: Successful students will

Module I:

1. utilize transcription equipment employing the "start-listen-stop-type" technique;
2. apply "ear-finger-foot" coordination in producing mailable documents;
3. produce acceptable formats of medical forms and documents;
4. apply proofreading skills in the transcription of all documents
5. identify and apply the correct medical terminology to a variety of documents;
6. transcribe medical reports in the field of dermatology;
7. perform at a skill level that qualifies for entry-level employment as a medical transcriptionist.

Module II:

1. develop increased proficiency in using transcription equipment.
2. transcribe multi-page documents from dictated material.
3. accurately transcribe medical reports in the fields of urology, gastroenterology, and orthopedics.

Module III:

1. develop increased proficiency in using transcription equipment.
2. transcribe multi-page documents from dictated material with increasing speed and accuracy.
3. accurately transcribe medical documents about cardiology, pulmonary, endocrinology, and obstetrics/gynecology.

Module IV:

1. develop increased proficiency in using transcription equipment.
2. transcribe multi-page documents from dictated material with increasing speed and accuracy.

3. accurately transcribe medical documents about otorhinolaryngology, ophthalmology, neurology, and pharmacology.

Module V:

1. develop increased proficiency in using transcription equipment.
2. transcribe multi-page documents from dictated material with increasing speed and accuracy.
3. accurately transcribe medical documents about radiology, general medicine, and general surgery.

Module VI:

1. develop increased proficiency in using transcription equipment.
2. transcribe multi-page documents from dictated material with increasing speed and accuracy.
3. accurately transcribe medical documents about radiology, general medicine, and general surgery.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

Module I:

1. Introduction to audio approach
2. Introduction to transcribing equipment
3. Review of written and verbal communication skills
4. Introduction to the career of a medical secretary
5. Procedures for typing from dictation
6. Introduction to medical transcribing
7. Reports
8. Dermatology

Module II:

1. Continued development of transcribing techniques and proficiency
2. Transcribing of multi-page medical documents
3. Urology
4. Gastroenterology
5. Orthopedics

Module III:

1. Continued development of transcribing techniques and proficiency
2. Transcribing of multi-page medical documents
3. Cardiology
4. Pulmonary
5. Endocrinology
6. Obstetrics/Gynecology

Module IV:

1. Continued development of transcribing techniques and proficiency
2. Transcribing of multi-page medical documents
3. Otorhinolaryngology
4. Ophthalmology
5. Neurology
6. Pharmacology

Module V:

1. Advanced transcribing techniques and proficiency

2. Transcribing of multi-page medical documents
3. Radiology
4. General Medicine
5. General Surgery

Module VI:

1. Advanced transcribing techniques and proficiency
2. Transcribing of multi-page medical documents
3. Radiology
4. General Medicine
5. General Surgery

REQUIRED READING:

Module I:

Campbell, Linda C., et. al., eds. Systems Unit Method, the SUM Program, Beginning Medical Transcription. Modesto: Health Professions Institute, 1994. Tapes 1A & B, 2A & B, and 4A & B.

Module II:

Campbell, Linda C., et.al., eds. Systems Unit Method, the SUM Program, Beginning Medical Transcription. Modesto: Health Professions Institute, 1994. Tapes 5A-7B.

Module III:

Campbell, Linda C., et. al., eds. Systems Unit Method, the SUM Program, Beginning Medical Transcription. Modesto: Health Professions Institute, 1994. Tapes 8A-10B.

Module IV:

Campbell, Linda C., et. al., eds. Systems Unit Method, the SUM Program, Beginning Medical Transcription. Modesto: Health Professions Institute, 1994. Tapes 11A & B, 12A & B, and 3A & B.

Module V:

American Association for Medical Transcription. Exploring Transcription Practices, Radiology, General Medicine, and General Surgery Modules, Tape 1A & B each of Radiology, General Medicine, and General Surgery. Modesto: AAMT, 1987.

Module VI:

American Association for Medical Transcription. Exploring Transcription Practices, Radiology, General Medicine, and General Surgery. Tapes 2A & B. Modesto: AAMT, 1987.

SUGGESTED READING: Current medical reference manuals, medical dictionaries, word-division manuals, and specialized style manuals pertinent to the medical field.

REQUIRED WRITING: Skills demonstration is more appropriate. Students continually practice manipulation of equipment and eye-hand-foot coordination in producing mailable transcripts. Three 30-minute production timings will be administered on new material. In addition,

students will be composing and compiling at least 30 one-page and multi-page documents per module.

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. Preparation may include activities such as research in medical references, proofreading, and correcting assigned exercises. Due to the nature of the open-entry concept, students are encouraged to complete each Module within 8 weeks from the time they register.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

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

Students work in an individualized, self-paced, open-entry lab. The instructor orients the student to lab procedures, equipment, and materials, and arranges individual time with students as needed. A full-time lab technician is also available for student questions.

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

Yes No

If yes, check all that apply. (See guidelines for preparation for definitions.)

- telecourse
- mediated instruction
- computer assisted instruction

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

Lab Assignments	= 60%
30 Minute Production Timings	= 20%
Final Exam	= 20%

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

Yes No Number of times course may be taken for credit: 6;
however, each Module may only be taken one time.

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

58161 © (2) (A) and (B)

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