

ROGUE COMMUNITY COLLEGE
SYLLABUS FOR MEDICAL TRANSCRIPTION (MO-150)

Instructor: Renee Stephens

Office Hours: By appointment

Credits: 3

Course Description: Medical transcription is the art of translating the spoken word into a cohesive medical document that will become part of the patient's medical history. A trained medical transcriptionist carries the title of medical language specialist. Command of the English language (grammar, punctuation, syntax, and vocabulary) is necessary.

Required Text:

Level 1:

1. "The Book of Style for Medical Transcription, 3rd edition"
2. Medical Dictionary

Level 2:

1. "The AAMT Book of Style Student Workbook", Lea M. Sims, CMT, FAAMT.
2. "Saunders' Pharmaceutical Word Book", most recent edition.

Level 3:

"Stedman's Word Books": Cardiology, Gastroenterology, Orthopedics, and Radiology.

Required Supplies: 2-inch 3-ring binder
Flash drive or thumb drive

Objectives: The student will transcribe dictated reports, letters, and chart notes with accuracy and speed following the guidelines in "The Book of Style for Medical Transcription" published by AHDI, the industry standard. The student will become proficient in the use of the computer and word processing program and in the use of medical references.

Prerequisites: Introduction to Medical Terminology, MO100
Typing speed of 45 wpm.
Business English or passing score on placement tests.
MO150 A, B, and C must be taken consecutively.

Grading:

1. Attendance / Participation. Attendance is mandatory.
2. Completion of the units set forth in the SUM program, including error analysis reports.
3. Completion of exams at the end of each unit.

Grading (continued)

4. Completion of assignments.
5. Notebook, complete and organized.

90-100% = A

80-89% = B

70-79% = C

60-69% = D

An INCOMPLETE will be issued ONLY if 75% of the course work has been completed.

The expectation that students have is that upon completing this course they will be able to step into the 'real world' of medical transcription and earn a living. My role is to prepare students so that they may achieve this goal. To that end, professionalism will be stressed with an emphasis placed on attendance, initiative, positive attitude, and responsibility.

Renee Stephens

NOTE: Any student who feels he or she may need an academic accommodation for any vision, hearing, orthopedic, learning, psychological, or medical disability should make an appointment with the Support Services Office.