

MO150: Medical Transcription
Winter term 2010, Monday and Wednesday 5:30-9:00
HEC-320

Renee Stephens, Part-time Faculty/Instructor

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Office: Part-time faculty office HEC-301

Office hours: arrange office meeting with instructor before or after classes, depending on instructor availability

Course Information

Course description: MO150 Medical Transcription presents a study of the medical language and medical transcription. The course is designed to prepare students to perform the duties of a medical transcriptionist / medical language specialist in a medical office setting. The course provides instruction in transcription of recorded dictation as well as theory and style for medical language specialists. At the completion of the course the student will have studied 10 body systems, operative reports, and diagnostic studies.

Course Prerequisites:

WR30 Fundamentals of Composition II

RD30 College Reading II

MO100 Medical Terminology.

The course also requires basic computer skills to include: the ability to create files, create and save documents, word processing, and the ability to load software.

Required Texts:

MO150 A: The Book of Style for Medical Transcription, Third edition, published by AHDI

MO150 B: The AAMT Book of Style Student Workbook, Lea M. Sims, CMT, FAAMT.
Saunders's Pharmaceutical Word Book, most recent edition.

MO150 C: Stedman's Word Books: Cardiology, Gastroenterology, Orthopedics, Radiology.

Recommended: Dorland's Medical Dictionary or a comparable medical dictionary.

Additional required course materials:

USB drive (thumb drive)

Large 3-ring binder (1-1/2 inches or larger)

Course 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.

Course Outline:

MO150 A: HEENT, Gastroenterology, Genitourinary, Pediatrics, Dermatology.

MO150 B: Cardiology, Hematology/Oncology, Orthopedics, Neurology.

MO150 C: Accents, operative reports, and diagnostics: Gastroenterology, Orthopedics, Cardiology, Radiology, and Pathology.

Schedule Information: See attached class schedules for each of the classes MO150A, MO150B, and MO150C.

Grading Information

Course requirements:

- **Attendance:** Attendance is mandatory. Unexcused absences will negatively affect the overall grade.
- **Exams:** There are 5 exams each term, one for each of the 5 units.
- **Completion of assignments:** Assignments per the class schedule must be completed and submitted.
- **Professional conduct:** As this course is designed to prepare the student for their first transcription job, professionalism is emphasized in class as it would be in the work place.

Policies on missed exams and late work: There are no make-up exams. The student will make arrangements with the instructor in advance for absences during exams. The unit homework is due on the day of the exam. Homework may be submitted up to 1 week after the exam without point deductions. After that time, 10 points are deducted from the score each week until the homework is submitted.

Grading scale and standards: There are 5 units each term. Each unit has transcription homework to be completed and an exam. The score for each unit is the average of the homework and the exam. Additional assignments are given, and points are lost from final grade if not completed and submitted.

Grade scale: **A** 90 and above
 B 80 – 89
 C 70 – 79
 D 60 – 69
 F 59 and below

Exception: Three or more unexcused absences changes the grade scale for that student to the following

C 90 and above
D 80 – 89
F 79 and below

Expectations for Students

Attendance Policy:

- “Administrative Drop: students who do not attend at least 50% of the class sessions during the first week of school and who do not contact the instructor to indicate a plan to attend will be automatically dropped from the class during the 2nd week of the term.”
- “Withdrawal policy: Students withdrawing in the first 2 weeks of the term get a full refund. Students withdrawing between Friday of the 2nd week and the Friday before the last week of the term receive no refund and grade of W will be assigned for the course.”
- Attendance is mandatory. If circumstances prevent the student from attending class, then the student should e-mail the instructor at the e-mail address noted above or leave a phone message. Unexcused absences will negatively affect the student’s grade (see above).

Academic Honesty: “Cheating, plagiarism, and other acts of academic dishonesty are regarded as serious offenses. Instructors have the right to take action on any suspected acts of academic dishonesty. Depending on the nature of the offense, serious penalties may be imposed, ranging from loss of points to expulsion from the class or college.”

This is RCC’s basic Academic Integrity guideline.

Classroom Behavior: “Expectations for classroom behavior are outlined in the Student Code of Conduct, available in the catalog, schedule, and online. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Beepers, pagers, and cellular phones can be a nuisance and are not to be brought into the classroom. Instructors have the right to remove students from class for not following the Code of Conduct or other specified classroom rules.” (Student Code of Conduct).

Americans with Disabilities Act

“Students with a documented disability that may require assistance should contact the Disability Services Office for coordination of your academic accommodations. The Disability Services Office on Riverside Campus is located in ‘G’ Building room 207.

Notes for 2009-2010:

Due to Oregon’s financial situation, college faculty and staff agreed to six furlough days in exchange for a reduction of pay. This means classes will not be held on Wednesdays and Thursdays the last week of fall, winter and spring terms (December 9-10, March 17-18 and June 9-10). Please see your faculty advisor prior to these closure days. Other college services will be open those days.

Pandemic H1N1 (referred to as “swine” flu) is a concern for all of us. As with any health concern, it is imperative that you make the best decisions regarding your own health. RCC encourages you to take care of yourself and to consider the health of others around you. Students are encouraged to stay home if they feel sick, and to contact their instructor immediately to make arrangements for missed work.

“Closure Information: Students (and staff) should be directed to either the [College’s website](#) or [dial 245-7500 or 956-7500](#) for the most current closure information. We have up-to-the-minute direct control over these two sources. Local radio and TV stations are also given all our updates, but sometimes the addition of new material takes 20-30 minutes.