



Course Syllabus  
**Medical Transcription I**  
**MRMT 1307**

<b>Semester with Course Reference Number (CRN)</b>	Spring 2017 - MRMT 1307 12175 (Second Start)
<b>Instructor contact information (phone number and email address)</b>	Leo Radford, Adjunct 713 718-5545 (Office to leave a message only) <a href="mailto:Leo.radford@hccs.edu">Leo.radford@hccs.edu</a>
<b>Office Location and Hours</b>	Distance Education – Online Mon-Sun
<b>Course Location/Times</b>	Online – Mon-Sun
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours: 3 Lecture Hours: 2 Laboratory Hours: 3 External Hours:
<b>Total Course Contact Hours</b>	80.00
<b>Course Length (number of weeks)</b>	12
<b>Type of Instruction</b>	Lecture/Lab
<b>Course Description:</b>	Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.
<b>Course Prerequisite(s)</b>	<ul style="list-style-type: none"><li>• MDCA 1313</li><li>• POFT 1329</li></ul>

**Academic  
Discipline/CTE  
Program Learning  
Outcomes**

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.

**Course Student  
Learning Outcomes  
(SLO): 4 to 7**

1. Students will identify terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, obstetrics and gynecology, urology and nephrology, neurology, psychology, hematology and oncology, and immunology.
2. Students will describe the purpose and types of information contained in the most common kinds of reports transcribed.
3. Students will transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports.
4. Students will understand the importance of confidentiality and HIPAA in medical records; explain the purpose and content of medical records; perform transcription of actual physician dictation with the aid of reference materials; proofread and edit documents; and demonstrate increased speed and productivity.

**Learning Objectives  
(Numbering system  
should be linked to  
SLO - e.g., 1.1, 1.2, 1.3,  
etc.)**

**Students will identify terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, obstetrics and gynecology, urology and nephrology, neurology, psychology, hematology and oncology, and immunology.**  
**Students will describe the purpose and types of information contained in the most common kinds of reports transcribed.**  
**Students will transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports.**  
**Students will understand the importance of confidentiality and HIPAA in medical records; explain the purpose and content of medical records; perform transcription of actual physician dictation with the aid of reference materials; proofread and edit documents; and demonstrate increased speed and productivity.**

**SCANS and/or Core  
Curriculum  
Competencies: If  
applicable**

**SCANS**  
**Students will identify terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, obstetrics and gynecology, urology and nephrology, neurology, psychology, hematology and oncology, and immunology.**  
Foundation Skills - Basic -Reading  
Foundation Skills - Basic -Writing  
Foundation Skills - Basic -Listening  
Foundation Skills - Basic -Speaking  
**Students will describe the purpose and types of information contained in the most common kinds of reports transcribed.**  
Foundation Skills - Thinking -Decision Making

Foundation Skills - Thinking -Creative

Foundation Skills - Thinking -Reasoning

**Students will transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports.**

Foundation Skills - Thinking -Decision Making

Foundation Skills - Thinking -Creative

Foundation Skills - Thinking -Knowing How to Learn

Foundation Skills - Personal Qualities -Self-Management

**Students will understand the importance of confidentiality and HIPAA in medical records; explain the purpose and content of medical records; perform transcription of actual physician dictation with the aid of reference materials; proofread and edit documents; and demonstrate increased speed and productivity.**

Workplace Competencies - Information -Organizes & Maintains

Workplace Competencies - Information -Interprets & Communicates

Workplace Competencies - Information -Uses Computers to Process

### **Instructional Methods**

Web-enhanced (49% or less)

Hybrid (50% or more)

Distance (100%)

Face to Face

### **Student Assignments**

**Students will identify terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, obstetrics and gynecology, urology and nephrology, neurology, psychology, hematology and oncology, and immunology.**

Discussions

**Students will describe the purpose and types of information contained in the most common kinds of reports transcribed.**

Discussions

**Students will transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports.**

Projects

**Students will understand the importance of confidentiality and HIPAA in medical records; explain the purpose and content of medical records; perform transcription of actual physician dictation with the aid of reference materials; proofread and edit documents; and demonstrate increased speed and productivity.**

No assignments selected for this outcome

### **Student Assessment(s)**

**Students will identify terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, obstetrics and gynecology, urology and nephrology, neurology, psychology, hematology and oncology, and immunology.**

Various assigned readings from textbooks

**Students will describe the purpose and types of information contained in the most common kinds of reports transcribed.**

In-class discussions

**Students will transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports.**

In-class discussions

Group and/or individual projects

**Students will understand the importance of confidentiality and HIPAA in medical records; explain the purpose and content of medical records; perform transcription of actual physician dictation with the aid of reference materials; proofread and edit documents; and demonstrate increased speed and productivity.**

Various assigned readings from textbooks

In-class discussions

Group and/or individual projects

**Instructor's Requirements**

**As the Instructor, it is my responsibility to:**

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived.
- Facilitate an effective learning environment through class activities, discussions, and lectures.
- Description of any special projects or assignments.
- Inform students of policies such as attendance, withdrawal, tardiness and make up.
- Provide the course outline and class calendar which will include a description of any special projects or assignments.
- Arrange to meet with individual students as required.

**To be successful in this class, it is the student's responsibility to:**

- Attend class and participate in class activities;
- Read and comprehend the textbook;
- Complete the required assignments and exams (quizzes, tests, assessments) on time;
- Ask for help when there is a question or problem; and
- Complete the field study with a 70% passing score

**Program/Discipline Requirements: If applicable**

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Medical Transcription must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the office environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

**HCC Grading Scale:**

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour

W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

*Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.*

**Instructor Grading Criteria**

**GRADING  
HCCS Grading System**

The Houston Community College grading system will be used to evaluate students' performance in this course.

Grade	Score
A-Excellent	100-90
B-Good	89-80
C-Fair	79-70
D-Passing	69-60
F-Failure	59 and below

**Student Evaluation**

The following departmental grading system will be used to evaluate students' performances in this course:

Transcribed Reports/Exercises	60%
Forum Items/Class Participation	10%
Transcribed Assessments Reports	15%
Final Exam	15%
<b>TOTAL</b>	<b>100%</b>

## Instructional Materials

- **Textbook and Materials:** Medical Transcription - Techniques, Technologies, and Editing Skills, Third Edition, Ettinger, Alice G. & Ettinger, Blanche. **ISBN: 9780763831097**. (Dictations (CD format) included with the textbooks.) CD player or personal computer with a disc drive school or home.
- **Storage:** USB Flash Drive
- **Other sources:** <http://www.theprogrammers.com/wavp.html>; <http://www.startstop.com/home.asp>; <http://www.nxpeds.com/purchase.htm> or other Internet sites.
- **Optional Medical Dictionary:** *Stedman's Medical Dictionary for the Health Professions*, 6th Edition.

## HCC Policy Statement:

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

## EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

## Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

[http://de.hccs.edu/Distance\\_Ed/DE\\_Home/faculty\\_resources/PDFs/DE\\_Syllabus.pdf](http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf)

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>

**MRMT 1307  
12 WEEK COURSE CALENDAR**

<b>Weekly Schedule</b>	<b>Topics/Assignments</b>
<b>Part 1 Preparing to Transcribe</b>	
<b>Week One</b>	<b>Orientation</b> Chapter 1: An Introduction to Medical Transcription Chapter 2: Medical Transcription and Technology
<b>Week Two</b>	Chapter 3: Medical Terminology Review Chapter 4: Perfecting Your Editing Skills
<b>Part 2 Transcribing for the Specialties</b>	
<b>Week Three</b>	Chapter 5: Dermatology Chapter 6: Ophthalmology <b>Test 1</b>
<b>Week Four</b>	Chapter 7: Otorhinolaryngology Chapter 8: Pulmonology
<b>Week Five</b>	Chapter 9: Cardiology
<b>Week Six</b>	Chapter 10: Gastroenterology Chapter 11: Obstetrics and Gynecology <b>Test 2</b>
<b>Week Seven</b>	Chapter 12: Urology and Nephrology
<b>Week Eight</b>	Chapter 13: Orthopedics
<b>Week Nine</b>	Chapter 14: Neurology and Psychiatry <b>Test 3</b>
<b>Week Ten</b>	Chapter 15: Hematology-Oncology
<b>Week Eleven</b>	Chapter 16: Immunology
<b>Week Twelve</b>	Final Examination