



## Course Syllabus Medical Transcription I MRMT 1307

<b>Semester with Course Reference Number (CRN)</b>	<b>Spring 2018 CRN: 58771</b>
<b>Course Level</b>	Introductory
<b>Instructor contact information (phone number and email address)</b>	<p>Use the <a href="#">Eagle Online class e-mail system (Inbox)</a> for all course related communication regarding this course. (Preferred method of contact; response within 36 hours.)</p> <p><a href="#">Emailed messages sent directly to the professor's HCC email account will not receive a response unless the server is undergoing service.</a></p>
<b>Office Location and Hours</b>	Students should contact me concerning any problems that they are experiencing in this course. Students do not need to wait until you have received a poor grade before asking for my assistance. Student performance in my class is very important to me. I am available to hear student concerns and just to discuss course topics. Office hours are available for in-person meeting upon request Monday through Friday.
<b>Course Location/Times</b>	Online (Canvas)
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours: 3 Lecture Hours: 2 Laboratory Hours: 3
<b>Total Course Contact Hours</b>	80.00
<b>Course Length (number of weeks)</b>	16 Weeks
<b>Final Exam</b>	<b><a href="#">Available 5/4 (7:00 a.m.) – 5/6 (11:55 p.m.). All quizzes and the Final Exam will be online only.</a></b>
<b>Last Day for Administrative &amp; Student Withdrawals</b>	<b><a href="#">April 3; 4:30 p.m. Verify in the HCC calendar.</a></b>

<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>
<b>Business Technology Program Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. The student will be able to read, listen, speak, and write proficiently.</li> <li>2. The student will be able to apply keyboarding and document processing skills to specific office applications.</li> <li>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.</li> </ol>
<b>Course Student Learning Outcomes</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Students will describe the purpose and types of information contained in the most common kinds of reports transcribed.</li> <li>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.</li> <li>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.</li> </ol>
<b>Learning Objectives</b>	<ol style="list-style-type: none"> <li>1.1 Be able to recognize the terminology for diseases, conditions, and treatment protocols related to the medical specialties;</li> <li>2.1 Be able to describe the purpose and types of information contained in the most common kinds of reports transcribed;</li> <li>3.1 Be able to develop proofreading and editing skills;</li> <li>3.2 Be able to define and use appropriate parameters for editing, correcting, and amending electronic patient medical record;</li> <li>3.3 Be able to transcribe accurate and correctly format reports;</li> <li>4.1 Understand the job environment of medical transcription and acquire an ability to work effectively and efficiently with the tools of medical; transcription;</li> <li>4.2 Be able to understand the importance of patient record confidentiality and use of industry guidelines to keep medical documentation secure.</li> </ol>
<b>SCANS and/or Core Curriculum Competencies</b>	<p><b>SCANS</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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** Distance (100%)

**Student Assignments** Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to complete for student success in student reaching student goals. All assignments must be completed using Microsoft Office (Word, Excel, PowerPoint, and Access) unless specified otherwise.

**Student Assessment(s)** Students will be assessed on:

- Identification of terminology for diseases, conditions, and treatment protocols related to medical specialties
- Various assigned readings from textbooks
- Discussions
- Description of types of information contained in the most common kinds of reports transcribed.
- Transcription and formatting of actual physician dictation of 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.
- Understanding of the importance of confidentiality and HIPAA in medical records;

**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**

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

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 exactly 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.

**Instructor Grading Criteria**

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

Transcribed Reports/Exercises	60%
Discussions	10%
Transcribed Assessments Reports	15%
Final Exam	15%
TOTAL	100%

**Instructional Materials**

TEXTBOOKS 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 at school or home.

**HCC Policy Statement:**

**Access Student Services Policies on their Web site:**

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

**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.

**Sexual Misconduct**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or <http://www.hccs.edu/departments/institutional-equity/>

**Access Campus Carry on their Web site:**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11

2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/>

## **disAbility**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to [www.hccs.edu/support-services/disability-services/](http://www.hccs.edu/support-services/disability-services/)

## **Basic Needs**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.

## **HCC Title IX Pregnancy Policy**

[www.hccs.edu/departments/institutional.../title-ix-know-your-rights/](http://www.hccs.edu/departments/institutional.../title-ix-know-your-rights/)

## **Early Alert**

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your Online counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may alert you and Online counselors that you might fail a class because of excessive absences and/or poor academic performance.

Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center.

## **Virtual Career Center**

[www.hccs.edu/support-services/career-planning/](http://www.hccs.edu/support-services/career-planning/)

## **Tutoring**

<http://www.hccs.edu/resources-for/current-students/tutoring/>

## **Distance 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)

**MRMT 1307**

**16 WEEK COURSE CALENDAR**

**See the Online Course Schedule for more details.**

**WEEK ONE: (Assignments 1/24; 11:55 PM)**

Course Orientation

**WEEK TWO: (Assignments 1/24; 11:55 PM)**

Chapter 1: The World of Medical Transcription / Chapter 2: Medical Transcription and Technology

**WEEK THREE: (Assignments Due 1/31; 11:55 PM)**

Chapter 3: Medical Terminology Review

**WEEK FOUR: (Assignments Due 2/7; 11:55 PM)**

Chapter 4: Perfecting Your Editing Skills

**WEEK FIVE: (Assignments Due 2/14; 11:55 PM)**

Chapter 5: Dermatology

**PRESIDENTS DAY (NO CLASS) FEBRUARY 15**

**WEEK SIX: (Assignments due 2/21; 11:55 PM)**

Chapter 6: Ophthalmology

**WEEK SEVEN: (Assignments Due 2/28; 11:55 PM)**

Chapter 7: Otorhinolaryngology (ENT)

**WEEK EIGHT: (Assignments Due 3/7; 11:55 PM)**

Chapter 8: Pulmonology

**SPRING BREAK 3/12 – 3/18 (NO CLASS)**

**WEEK NINE: (Assignments Due 3/21; 11:55 PM)**

Chapter 9: Cardiology

**WEEK TEN: (Assignments Due 3/28; 11:55 PM)**

Chapter 10: Gastroenterology

**SPRING HOLIDAY NO CLASS 3/30 – 4/1**

**WEEK ELEVEN: (Assignments Due 4/4; 11:55 PM)**

Chapter 11: Obstetrics and Gynecology

**WEEK TWELVE: (Assignments Due 4/11; 11:55 PM)**

Chapter 12: Urology and Nephrology

**WEEK THIRTEEN: (Assignments Due 4/18; 11:55 PM)**

Chapter 13: Orthopedics

**WEEK FOURTEEN: (Assignments Due 4/25; 11:55 PM)**

Chapter 14: Neurology

**WEEK FIFTEEN: (Assignments Due 5/2; 11:55 PM)**

Chapter 15: Hematology-Oncology Immunology

**WEEK SIXTEEN:**

Final Examination Available 5/4 (7:00 AM) – 5/6 (11:55 PM)