Business Technology
Southwest College

MRMT 1307 – Medical Transcription
Second Start Spring 2012 – CRN: 83889
3 credit hours (2 Lecture, 3 Lab)-80 hours per semester-16 weeks
Instruction: Distance Education

SCANS Competencies Included

Course Description	Textbooks and Materials	Goals and Objectives	Program/discipline requirements
HCCS_Policies	Assignment Submission	Grading	Course Schedule

PLEASE PRINT A COPY OF YOUR SYLLABUS

INSTRUCTOR: Loris Bradshaw

INSTRUCTOR CONTACT INFORMATION:
  Phone: 713-718-7413
  E-mail: Course Mail (eMail List)
  Alternate e-mail: loris.bradshaw@hccs.edu

OFFICE LOCATION AND HOURS
Please feel free to contact me concerning any problems that students are experiencing in this course. Students do not need to wait until students 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.

FINAL EXAM: Available May 4 - 6. All quizzes, assessments and the Final Exam will be online only.

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: Thursday, **May 25, 2012** at 12 noon. Verify with the HCC calendar.

COURSE DESCRIPTION
This course provides 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. The course is designed to develop speed and accuracy.

COURSE PREREQUISITE
MDCA 1313, POFT 1329

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PROGRAM LEARNING OUTCOMES
· The student will be able to read, listen, speak, and write proficiently.
· The student will be able to apply keyboarding and document processing skills to specific office applications.
· 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.
· The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

STUDENT LEARNING OUTCOMES
1. Students will identify terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology,
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
1.1 Be able to recognize the terminology for diseases, conditions, and treatment protocols related to the medical specialties
2.1 Be able to describe the purpose and types of information contained in the most common kinds of reports transcribed
3.1 Be able to develop proofreading and editing skills
3.2 Be able to define and use appropriate parameters for editing, correcting, and amending electronic patient medical record
3.3 Be able to transcribe accurate and correctly format reports
4.1 Understand the job environment of medical transcription and acquire an ability to work effectively and efficiently with the tools of medical transcription
4.2 Be able to understand the importance of patient record confidentiality and use of industry guidelines to keep medical documentation secure

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SCANS
The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

· Define the skills needed for employment,
· Propose acceptable levels of proficiency,
· Suggest effective ways to assess proficiency, and
· Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight

requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. **Resources**—An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.

2. **Interpersonal**—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.

3. **Information**—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize those efforts to master information skills prepare students for future employment.

4. **Systems**—An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.

5. **Technology**—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

The following skills will be developed in the Introduction to Office Technology course:
·   Using Resources: Identify—Plan—Manage
·   Developing Interpersonal Skills: Collaborate—Negotiate—Lead
·   Applying Technology: Select—Apply—Enhance
·   Understanding Systems: Connect—Support—Improve
·   Acquiring Information: Evaluate—Communicate—Apply

The three SCANS foundation skills identified by the Commission are the following:

Basic Skills—Reading, writing, mathematics, listening, speaking, and classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.

Thinking Skills—Creative thinking, decision-making, and problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.

Personal Qualities—Responsibility, self-esteem, sociability, self-management, and integrity
Throughout their lives, students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember the power of teaching by example.

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SECOND START COURSE SCHEDULE
WEEKLY SCHEDULE OF ASSIGNMENTS

WEEK ONE
Orientation
Chapter 1: The World of Medical Transcription
Chapter 2: Medical Transcription and Technology

WEEK TWO
Chapter 3: Medical Terminology Review
Chapter 4: Perfecting Your Editing Skills

WEEK THREE
Chapter 5: Dermatology
Chapter 6: Ophthalmology

WEEK FOUR
Chapter 7: Otorhinolaryngology (ENT)
Chapter 8: Pulmonology

WEEK FIVE
Chapter 9: Cardiology

WEEK SIX
Chapter 10: Gastroenterology

WEEK SEVEN
Chapter 11: Obstetrics and Gynecology

WEEK EIGHT
Chapter 12: Urology and Nephrology

WEEK NINE
Chapter 13: Orthopedics

WEEK TEN
Chapter 14: Neurology

WEEK ELEVEN
Chapter 15: Hematology-Oncology Immunology

WEEK TWELVE
Final Examination

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INSTRUCTIONAL METHODS
MRMT 1307 is a required course for certain Business Technology certificates and AAS degrees.

As an instructor, I want my students to be successful.   I feel that it is my responsibility to provide students with knowledge concerning medical coding, modeling good teaching strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education.

As a student wanting to learn about medical coding, it is student's responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in activities, and attend class.

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 remember for student success in student reaching student goals.

<p align="center">**PLEASE PRINT A COPY OF YOUR SYLLABUS**</p>

Late Assignments

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will only be accepted at the discretion of the instructor.

Instructions for submitting assignments:

1. All assignments must be submitted under the proper assignment in the course for credit. Only the assigned assignment will be graded under the proper assignment.
2. An inserted header is required on each assignment. Include your name and name of the assignment in the inserted header. Points will be deducted for assignments submitted without an inserted header containing your name and title of assignment.
3. Assignments are available weeks in advance. Therefore, **late assignments will not be accepted.** HCC libraries and campuses have computers for student use. Call the library or campus computer center for times available.
4. Please communicate with me through the class email. Telephone calls are returned Monday through Friday within 36-48 hours. Class e-mail is checked daily and responded to within a 24-36 hour period, Monday through Friday. I do read e-mail on the weekends and may or may not have an opportunity to respond.
6. Periodically, the server will be down for service. In the event that this occurs, don't panic; inform me so that I am also aware that the course is not accessible due to the server being inaccessible. In the event that this occurs, your assignment will not be considered late. Allowances will be made for you to submit your assignment late.
7. Forums (Discussions) must be responded to by deadline date for credit. Be sure to read the instructions regarding the grading of discussion items. The forums will not be available after the cutoff date. Do not attach files to the Forums postings.
8. When your technology fails, **HCC libraries and campuses have computers for student use. Call the library or campus computer center for times available.**

If you are experiencing difficulties with the course material, e-mail me through the class mail. Please do not wait until the last minute to ask for help.

Make-Up Test and Assignment Policy

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments will not be accepted.

NOTE TO THE STUDENT

If you have any questions or concerns about the course and/or course assignments, please contact me via Eagle Online e-mail so that we can resolve any issues. I will respond to your email within a 24-36 hour period. If you are experiencing difficulties with the course material and unable to email me, leave a detailed message at my office telephone number, 713.718.7413. I will respond to telephone calls within a 48 hour period. Please

telephone between the hours of 10:00 a.m. to 2 p.m.), Monday through Friday. If your concerns are not resolved, you are encouraged to contact my supervisor, Willie Caldwell, email: willie.caldwell@hccs.edu or 713-718-7808 or Room N109 Scarcella Building.

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INSTRUCTOR REQUIREMENTS

As 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 before and after class 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 on time:
- Ask for help when there is a question or problem
- 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. Students also perform various general activities as well as workbook activities related to Office Technology.

Degree Plan

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department for information about filing a degree plan.

Virtual Career Center

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and soft-skills training. Orientations and registration are available at all Southwest College Campuses.

http://www.hccs.edu/hccs/current-students/career-planning-and-resources/southwest-college

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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:

Dictation Reports	40%
Forum Items/Class Participation	20%
Assessment Reports	20%
Final Exam	25%
TOTAL	100%

INSTRUCTIONAL MATERIALS
REQUIRED TEXTBOOKS
Medical Transcription – Techniques, Technologies, and Editing Skills, Third Edition, (Dictations (CD format) included with the textbook.)
Ettinger, Alice G. & Ettinger, Blanche. Publisher: Paradigm;
ISBN: 978-0-76383-109-7

Although not required, students may select the option for a foot pedal (WAV pedal) for use with CD. The following website has information on the Wav foot pedal for use with CD.

Special discounts on foot pedals and software – includes tech support and instructor training -
http://www.startstop.com/emcp discount code: paradigm1
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.

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STUDENT INFORMATION
A student handbook is available on the College website: http:/www.hccs.edu. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook.

HCC COURSE WITHDRAWAL POLICY (updated 7/26/2010)
Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

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 DE 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 DE 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: https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Class Attendance
As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their Blackboard class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their Blackboard class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

STUDENT SERVICES
DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form DECounseling. Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

EARLY ALERT
HCC has instituted an Early Alert process by which your professor may —alert‖ you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

International Students
Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

STUDENTS WITH DISABILITIES
Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. **Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.**

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:
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DISABILITY SUPPORT SERVICES OFFICES:
System: 713.718.5165
Central: 713.718.6164 – *also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.*
Northwest: 713.718.5422
Northeast: 713.718.8420
Southeast: 713.718.7218
Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA: PROCTORING
Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. For more information and to complete the required Proctor Approval Form, please visit de.hccs.edu.

VIRTUAL CLASSROOM CONDUCT
As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

ONLINE TUTORING
HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site: http://hccs.askonline.net/. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

SOCIAL NETWORKING
DE students are encouraged to become a fan of DE on Facebook http://www.facebook.com/HCCDistanceEd and to follow DE on Twitter: http://twitter.com/HCCDistanceEd

These social networking sites help DE foster student engagement and provide a sense of community for the online learner. Students will also stay informed about important information and announcements.

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LIBRARY RESOURCES
As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. Visit Library Resources specifically for Distance Education students.

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. ―Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes: • Copying from another students' test paper;
• Using materials not authorized by the person giving the test;
• Collaborating with another student during a test without authorization;
• Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
• Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Distance Education Student Handbook-(for further information regarding Academic Dishonesty refer to http://distance.hccs.edu/de-counseling/DE_student_handbook.htm.

CLASSROOM BEHAVIOR
As student instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Student instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you
are encouraged to meet with my supervisor, Ms. Willie Caldwell, Department Chair, at 713-718-8708 or Room N109, Scarcella Building, Stafford Campus.
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