



Course Syllabus
Medical Transcription I
MRMT 1307

Semester with Course Spring 2017 - MRMT 1307
Reference Number (CRN) 15835

Instructor contact information (phone number and email address) Terri Goode Tomlin
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Office Location and Hours Distance Education – Online Mon-Sun

Course Location/Times Online – Mon-Sun

Course Semester Credit Hours (SCH) (lecture, lab) If applicable Credit Hours: 3
Lecture Hours: 2
Laboratory Hours: 3 External Hours:

Total Course Contact Hours 80.00

Course Length (number of weeks) 12

Type of Instruction Lecture/Lab

Course Description: 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.

Course Prerequisite(s)

- MDCA 1313
- POFT 1329

Academic Discipline/CTE

Program Learning Outcomes

Course Student Learning Outcomes (SLO): 4 to 7

software applications in word processing, spreadsheet, database, and presentations to manage information.

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.)

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SCANS and/or Core Curriculum Competencies: If applicable

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

SCANS

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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)

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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
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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 reenroll 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%
TOTAL	100%

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 Drives
- **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

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf **their Web site:**

Access CE Policies on <http://hccs.edu/CE-student-guidelines> **their Web site:**

MRMT 1307
12 WEEK COURSE CALENDAR

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

HCC COURSE WITHDRAWAL AND ATTENDANCE POLICY

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.

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:

<http://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>.

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

CLASS ATTENDANCE

Attendance: Students are expected to attend all classes and labs regularly. Students are responsible for [any and all] materials covered during their absences, and it is the student's responsibility to consult with the professors for make-up assignments. A student may be dropped from a course for excessive absences in excess of 12.5% of the hours of instruction. For example: For a three-credit hour lecture, a student may be dropped after six hours of absence, non-participation on line or submitting assignments. HCCS professors cannot assign a "W" for any student after the official withdrawal date. It is the student's responsibility to drop a class if not passing. If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course.

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:

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.

NEW DE STUDENT USER ID

Student new student login user ID will be student HCC User ID (sometimes referred to as the “W” number). All HCC students have a unique User ID. It is the same number students use for class registration. For students who have taken DE classes in previous semesters, the login will no longer be “firstname.lastname” + the last 2 digit of student SS #. If students do not know student User ID students can look it up using the following links:

From the HCC home page, click on “Register Here”

On the Student Web Services page, click on “Registration (Online)”

Click on “Retrieve User ID” and follow the instructions.

Or use the direct link: <https://hccsaweb.hccs.edu:8080/servlets/clientservlet/sauat/?cmd=start>

The default student password has changed for “distance.” Please go to the new HCC Web page for instructions/information. As always, students will then be prompted to change their password after their first login. Distance classes will be taught in “Eagle 2.0” Please contact desupport@hccs.edu if students need additional assistance with student log in.

DISTANCE EDUCATION ADVISING AND COUNSELING

Advising can be accomplished by telephone at 713/718-5275 - option # 4, via email at decounseling@hccs.edu, by visiting the Distance Education Office at the HCC

Administration Building, 3100 Main Street, 3rd floor and/or by on-site advising at other HCC locations upon request. Confidential sessions with the distance education counselors will help students understand admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. Houston Community College counselors also maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

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.

ACADEMIC DISHONESTY

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 means 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).

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

CLASSROOM BEHAVIOR

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your 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, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal.

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please email me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with Ms. Willie Caldwell, Program Chair, at 713-718-7807.