

COURSE SYLLABUS
BUS 213—MEDICAL DOCUMENT PROCESSING/TRANSCRIPTION



COURSE LENGTH AND CREDIT: 100 clock hours, 5 credit hours

PREREQUISITE: BUS 101, BUS 211 or AHS 109, BUS 212 or AHS 101, and ENG 111

REQUIRED TEXTS: (1) Hillcrest Medical Center, Novak and Ireland, South-Western Publishing Company, 6th ed. (2) Taber's Cyclopedic Medical Dictionary, F A Davis Company, 21st ed.

REQUIRED SUPPLIES: Folder, notebook paper, black pen/pencil, jump drive (provided by instructor).

COURSE DESCRIPTION: Designed to provide students with experience in medical machine transcription working with the most frequently used medical reports.

MAJOR COURSE COMPETENCIES: Equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

COURSE OBJECTIVES: Upon completion of this course, student will:

1. Operate computers/typewriters using correct techniques.
2. Operate the machine using correct techniques.
3. Demonstrate the ability to use text properly and effectively.
4. Utilize typing paper/forms from text effectively.
5. Produce mailable copy by correcting all errors neatly and efficiently.
6. Prepare typewriter/computer and transcriber for use.
7. Close down work area by returning transcriber/headset/foot pedal to designated storage area.
8. Unplug computer/typewriter and place cover on machine.
9. Return unused typing paper to storage area.
10. Clean desk of all paper, etc.
11. Identify correct spelling, meaning, and pronunciation of words.
12. Define meaning of abbreviations.
13. Punctuate and paragraph medical material according to standard English rules of punctuation.
14. Process medical documents from dictated medical tapes (history and physical exams, x-ray reports, discharge summaries, etc.) in mailable form.
15. Identify and locate drugs by name and manufacturer.
16. Cite dosage, side effects, and illnesses for which drugs are prescribed.
17. Locate rules pertaining to grammar and punctuation and apply them to transcription activities.

COURSE OUTLINE:

Case 2: Musculoskeletal System
Case 3: Cardiopulmonary System
Case 4: Integumentary System
Case 5: Urinary System

Case 6: Nervous System
Case 7: Digestive System
Case 8: Endocrine System
Test Tape #5—Death Summary

Test Tape # 5—Autopsy
Quality Care Clinic Reports
Quality Care Clinic Tests 8-9

STUDENT REQUIREMENTS: *Students are expected to submit all work (daily assignments written quizzes, research assignment, and final exam) on the dates scheduled by the instructor. Students will receive grades of "0" for any document/test that is not submitted by the due date outlined on the calendar unless prior arrangements have been made with the instructor.* Students will be provided specific guidelines to follow for all assignments. *Failure to complete ALL of the required work will result in the student receiving a final course grade of "F."* Students are responsible for policies and procedures included in the HGTC *Catalog and Student Handbook*. *Students must maintain a minimum grade of "C" in this course if it is a prerequisite for other classes.*

WORK ETHICS: Instruction in the development of good work habits (work ethics) which aid in job retention and advancement is included in this course. This instruction will include weekly activities on a topic related to work ethics. Included are behaviors such as arriving for classes or meetings on time; completing work satisfactorily and on time; responding positively to supervision; following directions correctly; adhering to policies/regulations; using tools and resources properly; observing safety provisions; and working effectively as part of a team. A student is given a work ethics grade each quarter in addition to the academic grade for a course.

ATTENDANCE POLICY: Class attendance is required for successful completion of the course. Absences in excess of 10% of scheduled class periods will subject the student to dismissal. Refer to HGTC *Catalog and Student Handbook* for explanation of the attendance policy. It is the student's responsibility to obtain notes, handouts, etc. should a class be missed and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor prior to class if they must be absent. Students who are sleeping during class will be counted absent, as they are not mentally present.

ACADEMIC DISHONESTY: All forms of academic dishonesty, including but not limited to cheating on tests/daily work and falsification of information, will call for discipline. **Please note:** Telling other student which daily documents are graded is considered cheating and will be punished as such.

INTERNET USAGE: Unless a student is working on the interactive project, no student should be using the Internet during designated class time.

INSTRUCTIONAL TECHNIQUES: Individualized instructional techniques will be used in reaching the course objectives in addition to small and large group discussions/demonstration. Supplemental instruction will be provided as needed on an individualized basis.

SPECIAL SERVICES: Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator or the student can contact the Special Needs Facilitator in the W. R. Stewart Building for tutoring opportunities

FINAL CLASS AVERAGE		GRADING SCALE	
Written Quizzes	10%	A	(90-100)
Daily Average	60%	B	(80-89)
Internet Project	3%	C	(70-79)
Final Exam	27%	D	(60-69)
		F	(0-59)

TCSG GUARANTEE/WARRANTY STATEMENT:
The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING:

All assignments are due by the class period on the date indicated by the class calendar. Any assignment/test not turned in by due date will result in a grade of "0" on each assignment/test due.

Daily: Daily assignments will be graded periodically during the quarter. Students will not be forewarned as to which assignments are for a grade. (Grading scale is shown below.) Please note that sharing of information regarding which assignment is graded is considered cheating and will be treated as such. Students needing to work outside of class time need to schedule a designated time with instructor.

Instructor will check all assignments turned in, and proofreader's marks will indicate the first five errors. After five proofreader's marks, the error will be circled. Students **must listen to tape again** for any circled errors and correctly revise document. Incorrect revisions are graded.

Final Exam: The final exam is a production exam containing one medical report similar to reports done in daily assignments. Student will have one hour to complete the exam and may use any non-human resource in the classroom.

The following scale reflects grading for all errors not corrected prior to turning in daily assignment/final exam documents.

A	(100)—no errors	D	(65)—3 errors
B	(85)—1 error	F	(50)—4 errors
C	(75)—2 errors	F	(25)—5 errors

Written Quizzes: Written quizzes will be given on each case from the glossary for that case. Written quizzes will be given on the computer. It is the responsibility of the student to request a test at the beginning of class, as all tests must be complete when the class period is over. If a student leaves the classroom before the test is complete, test will be graded as complete.

PROOFREADING EXERCISES:

Students are required to do one proofreading exercise per case utilizing proofreader's marks. These exercises, as well as proofreader's marks, are found in the back of text.

WITHDRAWING FROM CLASS:

Students needing to withdraw from class should contact their instructor or program advisor.

INSTRUCTOR:

Mrs. Tammy Bayto, Room 121B (office); 478-274-7854 or 1-800-200-4464 (HGTC), tbayto@heartofgatech.edu. Office Hours: See schedule posted on office door.

EQUAL OPPORTUNITY INSTITUTION: As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Please contact Cecile Miller, Director of Career Services, 560 Pinehill Rd, Dublin, GA 31021, 478-274-7643 or Francine Shuman at fshuman@tcsgeu for clarification