

Common Course Outline

OFAD 252

Medical Transcription

3 Credits

The Community College of Baltimore County

Description

Medical Transcription

Teaches how to format medical reports from dictated material; reinforces medical terminology; provides practice in the use of audio tapes and transcription equipment to transcribe many types of dictated medical documents.

Prerequisite: OFAD 141 and OFAD 250

Overall Course Objectives

Upon completion of this course, students will be able to:

- ∃ apply written communication skills, including punctuation, capitalization, grammar, sentence structure, letter formats, report formats
- ∃ use designated references
- ∃ review and apply medical terminology
- ∃ maintain a medical word list
- ∃ follow dictation instructions
- ∃ apply basic medical transcription guidelines
- ∃ develop speed and accuracy during medical transcription
- ∃ transcribe and create appropriate medical documents
- ∃ proofread and edit medical documents

Major Topics

- A. Introduction to Medical Transcription
- B. Transcription Related to:
 - a. Integumentary System
 - b. Respiratory System
 - c. Cardiovascular System
 - d. Digestive system
 - e. Endocrine System
 - f. Urinary System
 - g. Musculoskeletal System
 - h. Nervous System
- C. AAMT Code of Ethics

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. The final grade will be determined by instructor evaluation of daily work and the average of the scores earned on transcription tests and the final examination.

Other Course Information

This is a self-paced production-oriented course where consistent attendance is mandatory to complete it within a semester=s time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional call time.