

Common Course Outline
OFAD 252
Medical Transcription
3 Credits

The Community College of Baltimore County

Description

OFAD 252 – Medical Transcription teaches students how to transcribe medical health documentation such as patient histories, operative notes, and discharge summaries from dictation delivered via digital input. Students apply medical terminology, acronyms, abbreviations, and general medical nomenclature to transcribe medical reports. Students also apply proofreading skills to identify inconsistencies, errors, and missing information in transcribed documents that could compromise patient care.

3 Credits: 1 lecture hour, 3 laboratory hours

Prerequisites: MDAS 141 or OFAD 141 with a “C” or better and OFAD 250 with a “C” or better

Overall Course Objectives

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

1. identify the knowledge, skills, abilities, and responsibilities required of a medical transcriptionist;
2. describe the importance of patient confidentiality and ethical behavior;
3. explain Health Insurance Portability Accountability Act (HIPAA) guidelines as they relate to the medical transcriptionist and health documentation;
4. transcribe medical reports using correct report format;
5. review and accurately edit transcribed medical reports;
6. identify medicolegal concepts and the role of the medical transcriptionist in overall risk management and patient safety;
7. report on the effectiveness of speech recognition technology in practice; and
8. investigate certification opportunities in the medical transcription field.

Major Topics

- I. HIPAA
- II. Legal and Ethical Issues
- III. Medical Transcription Career
- IV. Medical Report Format
- V. Transcription Guidelines and Conventions
- VI. Transcribing Medical Reports
- VII. Editing Transcribed Reports
- VIII. Certification/Credentialing

Course Requirements

Grading procedures will be determined by the individual faculty member but must include the following:

Grading/exams

- At least five quizzes
- At least three case study transcription tests
- Field interview with write-up, 750 words minimum
- Final exam

Written Assignments: Students are required to utilize appropriate academic resources.