

JAMESTOWN COMMUNITY COLLEGE
State University of New York

INSTITUTIONAL COURSE SYLLABUS

Course Title: Healthcare Doc & Med Transcript

Course Abbreviation and Number: HIT 2430

Credit Hours: 3

Course Type: Lecture

Course Description: Provides students with the training necessary to demonstrate mastery in transcribing medical reports. Realistic dictation from healthcare facilities will give students the experience of listening to a variety of medical terms, different accents, and various medical reports.

Prerequisites: HIT 1410 and HIT 1420.

Student Learning Outcomes:

Students who demonstrate understanding can:

1. Describe the importance of the confidential nature of reports.
 2. Describe the content and purpose of medical inpatient and outpatient reports.
 3. Transcribe medical reports using correct report format.
 4. Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbol, and metric measurement rules.
 5. Identify and define the knowledge, skills, abilities, and responsibilities required of a medical transcriptionist.
 6. Spell correctly both the English and medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.
 7. Demonstrate speed and accuracy.
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Topics Covered:

- **Introduction** (Legal Issues, Confidentiality Policy, Evaluations, Transcribing Medical Reports)
 - **Understanding Medical Records** (History and Physical Examination, Radiology Report, Operative Report, Pathology Report, Request for Consultation, Discharge Summary, Death Summary, Autopsy Report and Other Model Reports)
 - **References** (Capitalization, Numbers, Punctuation, Abbreviation and Symbols, List of Metric Measurements)
 - **Understanding Medical Terminology** (Principles, Prefixes, Combining Forms, Suffixes)
 - **Case Studies** (The Reproductive System, The Musculoskeletal System, The Cardiovascular System, The Integumentary System, The Urinary System, The Nervous System, The Digestive System, The Endocrine System, The Lymphatic System and The Respiratory System)
 - **Skill-Building Exercises** (Crossword Puzzles and Proofreading Exercises)
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Information for Students

- Expectations of Students
 - [Civility Statement](#)
 - [Student Responsibility Statement](#)
 - [Academic Integrity Statement](#)
 - [Accessibility Services](#)

Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
 - [Get Help: JCC & Community Resources](#)
 - [Emergency Closing Procedures](#)
 - Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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 - Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.
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Effective Date: Fall 2021