

JAMESTOWN COMMUNITY COLLEGE
State University of New York

Master Course Syllabus

Course Title: Medical Transcription

Course Abbreviation and Number: MOT 2430

Credit Hours: 3 **Division:** SSBU **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: MOT 1410 and MOT 1420.

Course Attributes: C,E

(C=Career, E=Elective, H=Humanities, L=Liberal Arts & Sciences, N=Mathematics/Sciences, S=Social Sciences; VEDP=Values, Ethics & Diverse Perspectives)
4-letter codes represent SUNY General Education Courses, please see below to determine which SUNY General Education requirement(s) is met.

Student Learning Outcomes:

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.

Additional Student Learning Outcomes that meet SUNY General Education Requirements:

Does this course meet a SUNY General Education requirement(s)? Yes No

Topical Outline:

- **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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Signatures and Dates:

Discipline Director: Jeanne L. Johnston

Date: 10/28/09

Please type, or write, in your name and date and forward via email to your assistant dean and academic affairs assistant.

Assistant Dean:



Date: 11/3/2009

Please type, or write, in your name and date and forward via email to the assistant to the dean of academic affairs.

Academic Affairs: CR

Date: 11/3/2009

Effective Date: Fall 2009