

2016 - 2017

COURSE: MA 155 - Medical Office Transcription

COURSE DESCRIPTION: This course introduces the student to a variety of medical documents and how to set them up and type with accuracy. The student will develop the necessary skills to transcribe with emphasis on speed and accuracy.

COURSE GOAL: Upon successful completion of this course, the student will be able identify, prepare, and properly set up various styles of documents used in the medical office with complete accuracy.

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DURATION: 56 Clock Hours 2 Semester Credits

SEMESTER: Fall 2016 (8/18/16 – 12/16/16) TR 9:00

UNITS OF INSTRUCTION:

155 1	Introduction to Medical Transcription
155 2	The Integumentary System
155 3	The Respiratory System
155 4	The Cardiovascular System
155 5	The Digestive System
155 6	The Endocrine System
155 7	The Urinary System
155 8	The Reproductive System
155 9	The Musculoskeletal System
155 10	The Nervous System

STUDENT LEARNING OUTCOMES:

1. Apply written communication skills, including punctuation, capitalization, grammar, sentence structure, letter formats, and report formats.
2. Use designated references.
3. Review and apply medical terminology.
4. Maintain a medical word list.
5. Follow dictation instructions.
6. Apply basic medical transcription guidelines.
7. Develop speed during medical transcription.
8. Develop accuracy during medical transcription.
9. Transcribe and create appropriate medical documents.
10. Proofread and edit medical documents.

METHODS OF INSTRUCTION: Audio tapes and transcription practice tests.

STUDENT EVALUATIONS: Transcription and Editing examinations.

ATTENDANCE: Absences can seriously affect grades. Students will be allowed to miss a maximum of 3 class periods. Students are responsible for all information missed while absent from class. This includes changes to the schedule that might occur.

MAKE-UP POLICY: Make up work procedures are addressed in the MA Program Policy Manual.

STUDENT HANDBOOK: As a student, you are responsible for the information in the LATI handbook located at www.lakeareatech.edu under Current Student/Academics.

ACADEMIC INTEGRITY: Students' Responsibilities: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages plagiarism or cheating.

FACULTY AND ADMINISTRATOR RESPONSIBILITIES: Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators and insures fair environment that discourages academic honesty. If a student is participating in academic dishonesty and is caught, he/she may be dismissed from the course.

CAREER COUNSELING:

Guidance is available for students when investigating career choices or in reaffirming the choice already made.

PERSONAL COUNSELING:

Knowing that student life can be stressful, Lake Area Tech provides personal on-campus counseling for either school-related or non-school-related issues. At times, referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors.

AMERICANS WITH DISABILITIES ACT:

Students are entitled to 'reasonable accommodations' under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Counseling Office.

STUDENT TUTORING:

The Educational Services Center staff and peer tutors provide tutoring for all courses. If you are a student in need of help in any of your classes, please contact the Educational Services Coordinator located in the LATI library.

PERSONAL OBJECTIVES:

- Attend class session
- Prepare for class session
- Complete assignments by due date
- Demonstrate a high level of responsibility
- Display respect for other members of the class
- Participate in class discussions and projects

COMPLETION STANDARDS:

The student will pass the course with a minimum of 80% overall grade in the course.

EVALUATION AND GRADING:

Evaluation is directly related to the performance objectives. Performance is measured by examination, assignments, competencies, and/or quizzes.

EVALUATION: The assessment and grading of student performance in this course is based on the following activities:

Exams: 100%

Grading for Editing and Transcription Tests:

Correct on First Attempt	100%
Corrections on Second Attempt	93%
Corrections on Third Attempt	86%
Corrections on Fourth Attempt	79%

The letter grade is based on the percentage of total points earned throughout the semester based on the following grade scale:

100% - 94%	=	A
93% - 87%	=	B
86% - 80%	=	C
79% or below	=	F

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