**MIT 106 Introduction to Medical Transcription**

This is a course checklist and is meant to help you guide and judge the time you spend on activities, assignments and exams to ensure completion by your course end date. Your course will range in time from 15 weeks to 6 weeks depending on your start date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Course Item** | **Point Value** | **Estimated Time\*** | **Tentative Date of Completion (To be completed by the student)** |
|[ ]  Syllabus Quiz | - | 10 min | **Course Start Date>** |
|[ ]  Course Pre-Test | - | 90 min |  |
|[ ]  Course CPL (**This is only available if you score 90% or above on the Pre-Test**) | - | 120 min |  |
| **Module 1** |
| **Introduction/Model Report Forms/References**  |  |  |  |
|[ ]  Multiple Reading Assignments, Learning Activities and Exercises  | - |  |  |
|  | Introduction | 25 | 15 min |  |
| **Case Study 1** |
|[ ]  Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz  | 100 |  |  |
| **Case Study 2** |
|[ ]  Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz | 100 |  |  |
| **Case Study 3** |
|[ ]  Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz | 100 |  |  |
| **Case Study 4** |
|[ ]  Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz | 100 |  |  |
| **Case Study 5** |
|[ ]  Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz | 100 |  |  |
| **Case Study 6** |
|[ ]  Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz | 100 |  |  |
| **Case Study 7** |
|[ ]  Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz | 100 |  |  |
| **Case Study 8** |
|[ ]  Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz | 100 |  |  |
| **Case Study 9** |
|[ ]  Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz | 100 |  |  |
| **Case Study 10** |
|  | Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Transcription Exercise | 1 |  |  |
|[ ]  Quiz | 100 |  |  |
| **MODULE 2** |
|[ ]  Each Report has Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Report 1 History and Physical (ER) | 1 |  |  |
|[ ]  Report 2 Operative Report | 1 |  |  |
|[ ]  Report 3 Letter | 1 |  |  |
|[ ]  Report 4 Ophthalmology Clinic Note | 1 |  |  |
|[ ]  Report 5 Plastic Surgery Consultation | 1 |  |  |
|[ ]  Report 6 Discharge Summary | 1 |  |  |
|[ ]  Report 7 Cardiology Clinic SOAP Note | 1 |  |  |
|[ ]  Report 8 Orthopedic Clinic HPIP Note-Arm | 1 |  |  |
|[ ]  Report 9 Echocardiography | 1 |  |  |
|[ ]  Report 10 Screening Mammogram Bilateral | 1 |  |  |
|[ ]  Report 11 Orthopedic Consultation | 1 |  |  |
|[ ]  Report 12 Infectious Disease Consultation | 1 |  |  |
|[ ]  Report 13 Ortho Clinic HPIP Note | 1 |  |  |
|[ ]  Report 14 Endocrine Clinic SOAP Note | 1 |  |  |
|[ ]  Report 15 Discharge Summary | 1 |  |  |
|[ ]  Telephone Note A, B, C, D | 1 |  |  |
| **Module 3** |
|  | Multiple Reading Assignments, Videos, Learning Activities and Exercises | - |  |  |
|[ ]  Proofreading Exercise 1 | 1 |  |  |
|[ ]  Proofreading Exercise 2 | 1 |  |  |
|[ ]  Proofreading Exercise 3 | 1 |  |  |
|[ ]  Proofreading Exercise 4 | 1 |  |  |
|[ ]  Proofreading Exercise 5 | 1 |  |  |
|[ ]  Proofreading Exercise 6 | 1 |  |  |
|[ ]  Proofreading Exercise 7 | 1 |  |  |
|[ ]  Proofreading Exercise 8 | 1 |  |  |
|[ ]  Proofreading Exercise 9 | 1 |  |  |
|[ ]  Proofreading Exercise 10 | 1 |  |  |
|[ ]  Proofreading Exercise 11 | 1 |  |  |
|[ ]  Proofreading Exercise 12 | 1 |  |  |
|  | Student Evaluation of Instruction | - |  | **Course End Date >** |

\*You will need to average your estimated time per assignment. This varies per each student.

**Please note all pre-tests and practices are not calculated in the overall final course grade. Also the Credit for Prior Learning does not appear above, but if mastery is met, the CPL score is used either at the course or module level.**

**Point values above do not represent the grading scale for this course. Please see the course syllabus for grading percentages.**

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