



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 1999-2000

(i.e. 1999-2000)

NEXT REVIEW: 2006-2007

(i.e.2006-2007)

STATUS: A

(A, I, D)

COURSE TITLE: Medical Transcription

COMMON COURSE NUMBER: OST 2611C

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS: 48

(Voc. Course ONLY)

Lecture: 40 Lab: 8

Clinic: Other:

PREREQUISITE(S): HSC1531

COREQUISITE(S): None

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):* This course emphasizes fundamentals of transcribing various medical reports, discharge summaries, admission records, history and physical reports, special delivery notes and other medical correspondence. Medical vocabulary and basic language skills with grammar, punctuation, spelling, and proofreading will be emphasized.

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area: Medical Office Specialization

UNIT TITLES

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



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ASSESSMENT:

Please provide a brief description (250 characters maximum) that details how students will be assessed on the course outcomes.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills*:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: <i>(highlight in green ALL that apply)</i> (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*



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UNITS

Unit 1

General Outcome:

- 1.0 The student will understand the value of various medical reports, patients' rights with regard to confidentiality of medical information and stay abreast of federal and state regulations through HIPAA.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Understand the importance of the confidential nature of medical records
- 1.2 Recognize the content and purpose of inpatient medical reports
- 1.3 Recognize the content and purpose of outpatient medical reports



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Unit 2:

General Outcome:

- 2.0 The student will be able to understand the female reproductive system and its components, as well as, begin to format emergency services, diagnostic, operative, pathology, oncology, cytology, gynecology, and/or radiology reports; history and physical examination reports; requests for consult and general correspondence from dictation tapes.

Specific Learning Outcomes:

Upon successful completion of this unit, the student will be able to:

- 2.1 Comprehend and spell the components of the reproductive system
- 2.2 Spell the surgical procedures and medicine terminology used for treatment of disorders and diseases related to the reproductive system
- 2.3 Develop the various reports, charts, and correspondence through the use of a transcription tape
- 2.4 Use applicable rules for proofreading and editing all required documentation



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Unit 3

General Outcome:

- 3.0** The student will be able to understand the musculoskeletal system and its components, as well as, begin to format emergency services, diagnostic, operative, pathology, oncology, cytology, gynecology, and/or radiology reports; history and physical examination reports; requests for consult and general correspondence from dictation tapes.

Specific Learning Outcomes:

Upon successful completion of this unit, the student will be able to:

- 3.1** Comprehend and spell the components of the musculoskeletal system
- 3.2** Spell the surgical procedures and medicine terminology used for treatment of disorders and diseases related to the musculoskeletal system
- 3.3** Develop the various reports, charts, and correspondence through the use of a transcription tape
- 3.4** Use applicable rules for proofreading and editing all required documentation



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Unit 4

General Outcome:

- 4.0 The student will be able to understand the cardiopulmonary system and its components, as well as, begin to format emergency services, diagnostic, operative, pathology, oncology, cytology, gynecology, and/or radiology reports; history and physical examination reports; requests for consult and general correspondence from dictation tapes.

Specific Learning Outcomes:

Upon successful completion of this unit, the student will be able to:

- 4.1 Comprehend and spell the components of the cardiopulmonary system
- 4.2 Spell the surgical procedures and medicine terminology used for treatment of disorders and diseases related to the cardiopulmonary system
- 4.3 Develop the various reports, charts, and correspondence through the use of a transcription tape
- 4.4 Use applicable rules for proofreading and editing all required documentation



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Unit 5

General Outcome:

- 5.0** The student will be able to understand the integumentary system and its components, as well as, begin to format emergency services, diagnostic, operative, pathology, oncology, cytology, gynecology, and/or radiology reports; history and physical examination reports; requests for consult and general correspondence from dictation tapes.

Specific Learning Outcomes:

Upon successful completion of this unit, the student will be able to:

- 5.1** Comprehend and spell the components of the integumentary system
- 5.2** Spell the surgical procedures and medicine terminology used for treatment of disorders and diseases related to the integumentary system
- 5.3** Develop the various reports, charts, and correspondence through the use of a transcription tape
- 5.4** Use applicable rules for proofreading and editing all required documentation



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Unit 6

General Outcome:

- 6.0** The student will be able to understand the urinary system and its components, as well as, begin to format emergency services, diagnostic, operative, pathology, oncology, cytology, gynecology, and/or radiology reports; history and physical examination reports; requests for consult and general correspondence from dictation tapes.

Specific Learning Outcomes:

Upon successful completion of this unit, the student will be able to:

- 6.1** Comprehend and spell the components of the urinary system
- 6.2** Spell the surgical procedures and medicine terminology used for treatment of disorders and diseases related to the urinary system
- 6.3** Develop the various reports, charts, and correspondence through the use of a transcription tape
- 6.4** Use applicable rules for proofreading and editing all required documentation



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Unit 7

General Outcome:

- 7.0** The student will be able to understand the nervous system and its components, as well as, begin to format emergency services, diagnostic, operative, pathology, oncology, cytology, gynecology, and/or radiology reports; history and physical examination reports; requests for consult and general correspondence from dictation tapes.

Specific Learning Outcomes:

Upon successful completion of this unit, the student will be able to:

- 7.1** Comprehend and spell the components of the nervous system
- 7.2** Spell the surgical procedures and medicine terminology used for treatment of disorders and diseases related to the nervous system
- 7.3** Develop the various reports, charts, and correspondence through the use of a transcription tape
- 7.4** Use applicable rules for proofreading and editing all required documentation



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Unit 8

General Outcome:

- 8.0 The student will be able to understand the digestive system and its components, as well as, begin to format emergency services, diagnostic, operative, pathology, oncology, cytology, gynecology, and/or radiology reports; history and physical examination reports; requests for consult and general correspondence from dictation tapes.

Specific Learning Outcomes:

Upon successful completion of this unit, the student will be able to:

- 8.1 Comprehend and spell the components of the digestive system
- 8.2 Spell the surgical procedures and medicine terminology used for treatment of disorders and diseases related to the digestive system
- 8.3 Develop the various reports, charts, and correspondence through the use of a transcription tape
- 8.4 Use applicable rules for proofreading and editing all required documentation



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Unit 9

General Outcome:

- 9.0 The student will be able to understand the endocrine system and its components, as well as, begin to format emergency services, diagnostic, operative, pathology, oncology, cytology, gynecology, and/or radiology reports; history and physical examination reports; requests for consult and general correspondence from dictation tapes.

Specific Learning Outcomes:

Upon successful completion of this unit, the student will be able to:

- 9.1 Comprehend and spell the components of the endocrine system
- 9.2 Spell the surgical procedures and medicine terminology used for treatment of disorders and diseases related to the endocrine system
- 9.3 Develop the various reports, charts, and correspondence through the use of a transcription tape
- 9.4 Use applicable rules for proofreading and editing all required documentation



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Unit 10

General Outcome:

- 10.0** The student will be able to understand the respiratory system and its components, as well as, begin to format emergency services, diagnostic, operative, pathology, oncology, cytology, gynecology, and/or radiology reports; history and physical examination reports; requests for consult and general correspondence from dictation tapes.

Specific Learning Outcomes:

Upon successful completion of this unit, the student will be able to:

- 10.1** Comprehend and spell the components of the respiratory system
- 10.2** Spell the surgical procedures and medicine terminology used for treatment of disorders and diseases related to the respiratory system
- 10.3** Develop the various reports, charts, and correspondence through the use of a transcription tape
- 10.4** Use applicable rules for proofreading and editing all required documentation