

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

OFSY 554

**COURSE TITLE**

MEDICAL TRANSCRIPTION

**TYPE COURSE**

NON-FEE

VOCATIONAL

**CATALOG COURSE DESCRIPTION**

This course provides instruction in medical transcribing to prepare students for successful employment in a medical office, hospital, related health occupations, or for starting an in-home transcribing business. (FT)

**LECTURE/LABORATORY HOURS**

54

**ADVISORIES**

1. Working knowledge of medical terminology.
2. Ability to keyboard 45 gwpm by touch.
3. Ability to use a current word processing software program.

**RECOMMENDED SKILL LEVEL**

Tenth grade reading level and the ability to communicate effectively in the English language.

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.

### INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development  
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

### COURSE GOALS

The goals of this course are to explore choices in multiple medical environments and to enhance student's reading, writing, and pronunciation skills, enabling them to evaluate, process, and retain technical information.

### COURSE OBJECTIVES

After successful completion of this course, students will demonstrate through oral communications and in writing that they are able to:

1. Transcribe and correctly format physician's notes utilizing a word processing program, with correct spelling and use of medical terminology in context.
2. Use various current reference materials, including medical dictionary, tutorials, physician's desk reference, industry periodicals, and available computer-on-line resources.
3. Use Greek and Latin prefixes, suffixes, word roots, and combining forms to build medical words.
4. Transcribe standard medical abbreviations and symbols.
5. Demonstrate appropriate medical office procedures by participating in relevant individual or group activities.

## **SECTION II**

### COURSE CONTENT AND SCOPE

1. Overview of Course
2. Spelling, Pronunciation, and Recognition of Medical Terms
3. Knowledge of Body Systems Including Disorders Common to Each System
4. Completion of Beginning Through Advanced Levels of Appropriate (Current) Medical Transcription Tapes
5. Terminology Related to Course Work and Successful Completion of Quizzes
6. Medical Abbreviations and Symbols
7. Use of Appropriate Features of a Word Processing Program to Learn to Format/Set-Up Medical Reports as They Pertain to Physician and/or Hospital Records
8. Ability to Use a Dictaphone/Transcriber to Transcribe Notes Accurately and in a Timely Fashion
9. Filing of Medical Records

### COURSE CONTENT AND SCOPE (CONTINUED)

10. Legal Aspects
11. Opportunities and Job Preparation for Allied Health Field Occupations
12. Review of Qualifications
13. Applying for a Job
14. Writing Resume/Cover Letter
15. Completing an Application for Employment

### APPROPRIATE READINGS

Appropriate readings may include, but are not limited to textbooks, supplemental reading assignments, relevant industry periodicals, manuals and computer resources.

### WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, maintaining a notebook/portfolio of class assignments and projects, providing answers to selected textbook questions, documenting client/patient contacts, resumes, and related employment documents. Writing assignments will enable students to demonstrate understanding of medical terms, office procedures, and evaluation of proper writing skills.

### OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading texts, reference resources or handouts, analyzing and providing written answers to assigned questions, and volunteering for course-related work.

### APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, written and oral analysis and evaluation of readings and/or classroom materials, critiquing, group or team discussion of readings, role playing and evaluation patient status.

### EVALUATION

Evaluation will be based on, but not limited to, the following criteria:

1. Demonstrated ability to transcribe appropriate levels of medical tapes, utilizing appropriate format and correct spelling.
2. Written and practical tests.
3. Completion of assigned coursework.
4. Participation in class and team work.
5. Attendance and punctuality.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, lecture, lab, demonstration, individualized study, use of audio-visual, tutorials, group and teamwork. Other unique instruction strategies such as, fields trips, computer access, job shadowing, volunteering, and guided student job assignments, may be utilized.

TEXTS AND SUPPLIES

Texts must be current and relevant to the course, such as:

*Medical Keyboarding, Typing, and Transcribing (Techniques and Procedures)*, Marcy O. Diehl/Marilyn T. Fordney, current edition

Supplies:

Pens, pencils, notebook, paper, storage media.

Additional helpful texts would include:

*Machine Transcription in Modern Business*, Lois Meyer, Ruth C. Moyer, current edition

*Medical Abbreviations*, Neil M. Davis, current edition

*Medical Language Instant Translator*, Davi-Ellen Chabner, B.A., M.A.T. W.B. Saunders Company, current edition

PREPARED BY: Alice Knoll DATE: September 24, 2002

REVISED BY: Sharian Lott DATE: May 4, 2007

REVISED BY: Instructional Services, SLOs added DATE: March 7, 2017

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100  
California Community Colleges, Title 5, Section 55002  
Continuing Education Catalog