COURSE TITLE: Medical Machine Transcription  COURSE NO.: OADM 232
Section 4210

INSTRUCTOR: Mrs. Pat Calhoun, OADM instructor
OFFICE Lyons 139; 269-782-1219; pcalhoun@swmich.edu
Office Hours MWF 8-9 Niles; TR 10:10-11:10 Lyons 139

PREREQUISITE: OADM 142 and HEED 101

COURSE DESCRIPTION: This course includes medical terms, medical dictation, and transcription of case histories from cassettes.

TEXTBOOKS: Hillcrest Medical Center by Novak, Ireland, fifth edition, 1999
ISBN # 0-7668-0322-8

METHOD OF INSTRUCTION: A computer, transcriber, tapes, workbook, lecture, discussion, reference materials and overhead projector.

EVALUATION METHOD:

Nine Case Studies and Reports (30%)
Nine Quizzes (10%)
Nine Tests (50%)
Final Exam (10%)

Semester percentage of all assignments, quizzes, tests, and final exam
-2 for MINOR errors i.e., punctuation, number, usage, capitalization
-5 for MAJOR errors i.e., spelling, formats, wrong word, sentence structure

90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
EVALUATION: Upon completion of this course, the student will demonstrate achievement of the course objectives by obtaining a final minimum grade of 70% as measured by written assignments, quizzes, tests, and the final exam. Due dates for assignments will be announced in class.

This is a beginning medical transcription course designed to provide you with a working knowledge of the transcription of medical reports. Medical reports will be transcribed from ten individual case studies, each of which relates to a patient with a specific medical problem. Each case contains between four and seven reports. The medical reports included are history and physical examinations, radiology reports, operative records, pathology reports, requests for consultations, discharge summaries, and autopsy reports.

Your semester grade is an approximate measure of your ability to understand and apply the various formats and vocabulary of medical transcription presented during the semester. Your grade is determined by averaging together all grades recorded for written assignments, quizzes, tests, and the final exam.

ATTENDANCE POLICY: Attendance is expected at every class session. Three absences may lower your semester grade one letter grade. To emphasize the importance of promptness in business, a deadline is set for each assignment.

TESTING POLICY: Students are expected to take all examinations as scheduled. Students who are ill and contact me may take the test during office hours at the time arranged by instructor. Any test or quiz taken late will receive a late grade. I reserve the option to determine whether a make-up test will be given and the format of the testing method. Tests may be taken in advance of a known future absence.

OTHER COURSE EXPECTATIONS:

CHECK the printer selection at the beginning of each class period.

The ability to transcribe effectively and efficiently is not easily acquired, but it can be acquired if you are willing to devote time and thought to the
process. Transcribing accurately becomes far easier and quicker with repeated practice, especially if you analyze your efforts and try to improve your work. As you become more proficient, you will find your transcribing responsibilities more and more creative and enjoyable.

COURSE OBJECTIVES:

1. describe the importance of the confidential nature of medical records

2. describe the content and purpose of the seven kinds of medical records used in the cases transcribed

3. transcribe medical records using correct report format

4. transcribe medical records using correct capitalization, number, punctuation, abbreviation, symbol, and metric measurement rules

5. spell correctly both the English and medical terms and abbreviations presented, either by memory or by using a dictionary/reference book; use proofreader marks to edit copy

6. define the medical terms and abbreviations presented, either by memory or by using a dictionary/reference book

7. define the prefixes, combining forms, and suffixes presented

8. identify the knowledge, skills and abilities required of a medical transcriptionist

9. Use a word processor and transcription equipment

NOTICE: Information in this syllabus, was to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. The instructor, however, reserves the right, acting within the policies and procedures of Southwestern Michigan College, to make changes in course content or instructional techniques.

HONESTY POLICY: Cheating or plagiarizing will absolutely not be tolerated at
Southwestern Michigan College. Any student found cheating or plagiarizing material in any manner may be assigned a failing semester/session grade in this course. A second such incident while at SMC could result in suspension or expulsion from the institution. A student found in violation of this section of the syllabus will not be allowed to drop this course. Additional detail regarding cheating and/or plagiarism may be found elsewhere in this syllabus.

IMPORTANT WINTER DATES

January 8 Classes Begin
February 16 Graduation applications due
March 1-March 7 Spring Break
March 26 Last Day to Withdraw from classes
April 22 at 10 p.m. Classes end
April 23 Prep day for final exams–NO CLASSES
April 24-28 Final Exams
April 26-28 textbook buy back
May 1 Commencement
ASSIGNMENT SHEET FOR OADM 232 WINTER 2004
WEEK

1  Introduction to course
   Discussion on rules, formats, vocabulary
   Begin Case 1

2  CASE 1: The Reproductive System
   Quiz 1

3  CASE 2: The Musculoskeletal System
   Quiz 2

4  CASE 3: Cardiovascular System
   Quiz 3

5  CASE 4: Integumentary System
   Quiz 4

6  CASE 5: Urinary System
   Quiz 5

7  Case 6: Nervous System
   Quiz 6

8  CASE 7: Digestive System
   Quiz 7

9  CASE 8: Endocrine System
   Quiz 8

10 CASE 9: Lymphatic System
    Quiz 9

11 Tests 1-2-3

12 Tests 4-5-6

13 Tests 7-8

14 Test 9
   Reports 1-10 (as assigned)
   Complete all assignments; review for final

15 Final Exam: Case 10 Respiratory System

Grading Scale:  
CASE STUDIES AND REPORTS 30%
QUizzes 10%
TESTS 50%
FINAL EXAM 10%