Douglas College

Course Information

A:	Division:	**INSTRUCTIONAL**	Date:		**OCTOBER 1998**
B:	Faculty:	**COMMERCE AND BUSINESS ADMINISTRATION**	New Course:		
	Program:	**OFFICE ADMINISTRATION**	Revision of Course Information form:		**JUNE 1996**

C:	**OADM 322**	D: **MEDICAL OFFICE TRANSCRIPTION AND WORD PROCESSING APPLICATIONS**	E: **3**
	Subject & Course No.	Descriptive Title	Semester Credit

F: Calendar Description: Students in this course will learn and apply the principles of medical transcription practices. Emphasis is placed on speed development and the transcribing of machine recorded medical information. Students will transcribe tapes recorded in a variety of accents. Word processing skills will be applied in the production of memos, letters, and medical office documents.

Summary of Revisions:

1998-10 Sections: F,H,I,O,P,Q

G: Type of instruction: Hrs per week

Lecture:	2	Hrs.
Laboratory:	3	Hrs.
Seminar:		Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other (Specify)		
Total:	5	Hrs.
Semester Total (5x15 wks):	75	Hrs.

H: Course Prerequisites:

(40 nwpm or OADM 203) and OADM 309 and OADM 114

I: Course Corequisites:

OADM 214 and OADM 303

J: Course for which this Course is a Prerequisite:

nil

K: Maximum Class Size:

30

L:

College Credit Transfer	
College Credit Non-Transfer	X
Non-Credit	

M: Transfer Credit: Requested: _____ Granted: _____

Specify Course Equivalents or Unassigned Credit as appropriate:

BCOU
SFU
UBC
UNBC
UVIC
Other:

Course Designer(s): J. Schafer

Dean: J. Sator

Vice-President, Instruction: J. McKendry

Registrar: P. Angus

N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

Poland, Robert. *Processing Medical Documents Using WordPerfect*, Latest Ed.
    Glencoe/McGraw-Hill.

Dorland's or Taber's Medical Dictionary, Latest Ed.

O: LEARNING OUTCOMES

The learner has reliably demonstrated the ability to:

1. accurately transcribe medical information from recorded data using acceptable medical
    formats;

2. use word processing software to produce medical office documents such as letters,
    memos, and reports;

3. use proper reference sources;

4. proofread medical information with speed and accuracy;

5. exhibit ethical behaviour with respect to copyright of software, confidentiality, privacy
    of documents on screen, and sharing of disks and information;

6. keyboard with speed and accuracy to meet the workplace standard.

P: COURSE CONTENT

Module 1 - Transcription Equipment and Disk Usage

1.1 Use transcription equipment.

1.2 Use checklist to solve common hardware problems.

1.3 Respect lab rules and regulations.

1.4 Apply backup techniques and strategies.

1.5 Practice proper care of tapes and disks.

Module 2 - Hospital Documents

2.1 Transcribe recorded data, with speed and accuracy, using proper formats for the following reports:

     Physical examinations
     X-ray
     Pathology
     Operative
     Consultations
     Clinical Resumes

2.2 Transcribe data recorded in a variety of accents, with speed and accuracy, by adapting acquired knowledge to create appropriate new formats.

2.3 Proofread transcribed medical data with speed and accuracy.

Module 3 - Medical Office Documents

3.1 Keyboard letters, both block and modified block styles, with speed and accuracy.

3.2 Use merging function.

3.3 Produce staff directories.

3.4 Produce patient directories.

3.5 Keyboard memos for internal distribution in a medical setting.

3.6 Prepare medical consent forms for treatments and procedures performed in a medical setting.

3.7 Produce macros for medical documents to increase office efficiency.

3.8 Proofread documents such as letters, memos, and consents with speed and accuracy.

Module 4 - Reference sources

4.1 Access and use available reference sources when keyboarding medical documents including:

     Medical dictionaries
     Medical pharmaceutical references
     Secretarial handbooks
     Computer spellcheck and grammar check

Module 5 - Speed and Accuracy Development

5.1 Use diagnostic software to recognize areas of weakness in order to improve speed and accuracy.

5.2 Perform drills and corrective practice to develop speed and accuracy.

Q: METHOD OF INSTRUCTION

A combination of lecture, demonstration, guided practice, as well as self-paced and timed lab assignments will be used. Active learning is an integral part of this course. A "hands-on" environment will allow students to work both independently and collaboratively to learn and hone word processing and transcription skills and techniques used in medical environments.

R: COURSE EVALUATION

Hospital Transcription Assignments (5-7)	30%
Medical Office Application Assignments (untimed 35-40; timed 3-4)	30%
Average of best three 5-minute medical timed writings	40%
	100%