



**EFFECTIVE: SEPTEMBER 2002**

**CURRICULUM GUIDELINES**

A: Division: **Instructional** Date: **February 2002**  
 B: Department/ **Commerce & Business Admin.** New Course  Revision   
 Program Area: **Office Administration**  
 If Revision, Section(s) Revised: **D, F, H, K, M, N, P, Q, R**  
 Date Last Revised: **1998-10:**

C: **OADM 322** D: **MEDICAL OFFICE TRANSCRIPTION** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
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<b>F:</b> Calendar Description:  Students in this course will learn and apply the principles of medical transcription. Practice in transcribing a v from machine-recorded medical information with speed and accuracy will be emphasized, as well as proofre reference materials.		
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<b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  Lecture and laboratory  Number of Contact Hours: (per week / semester for each descriptor)  2 hours lecture 3 hours laboratory  Number of Weeks per Semester:  <b>15 Weeks X 5 Hours Per Week = 75 Hours</b>	<b>H:</b> Course Prerequisites:  (40 nwpm or OADM 203) and OADM 308 and OADM effective Winter 2003, Academic English 11 with a grade or better or equivalent.  <b>I:</b> Course Corequisites:  OADM 214 and OADM 303  <b>J:</b> Course for which this Course is a Prerequisite:  nil  <b>K:</b> Maximum Class Size:  24	
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<b>L:</b> PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer:	Requested <input type="checkbox"/> Granted <input type="checkbox"/>	
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SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bccat.bc.ca](http://www.bccat.bc.ca))

**M:** Course Objectives/Learning Outcomes

The learner will reliably demonstrate the ability to:

1. Maintain the importance of the confidential nature of medical reports.
2. Describe the purpose and content of the medical record.
3. Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbol and metric measurement rules.
4. Select and use current reference materials effectively.
5. Exhibit ethical behavior with respect to copyright of software, confidentiality, privacy of documents on screen, and sharing of disks and information.
6. Set priorities and effectively apply time management strategies.
7. Proofread medical information with speed and accuracy.

**N:** Course Content:***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.

***Medical Documents***

- 2.1 Transcribe medical information from recorded data, using acceptable medical formats, for the following:
  1. History and physicals
  2. Radiology

- 3. Pathology
- 4. Operative
- 5. Consultation
- 6. Discharge summaries

***Reference sources***

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

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

Methods of Instruction:

A combination of lecture, demonstration, guided practice, as well as self-paced and timed lab assignments will be used.

**O:** Active learning is an integral part of this course. A ‘hands-on’ environment will allow students to work independently and collaboratively to learn and hone transcription skills and techniques used in the community.

**P:** Textbooks and Materials to be Purchased by Students:

Mary Ann Novak and Patricia A. Ireland. Hillcrest Medical Center-Beginning Medical Transcription Course, Latest Edition, Delmar Publishers.

Dorland’s or Taber’s Medical Dictionary, Latest Edition.

**Q:** Evaluation:

Hospital Transcription Assignments

Production test No. 1	20%
Production test No. 2	20%
Production test No. 3	20%
Production test No. 4	20%
Production test No. 5	<u>20%</u>

100%

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR:

This course is not open for PLAR

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Course Designer(s): **Sheena Graves**

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Education Council/Curriculum Committee Representative

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Dean/Director: **Jim Sator**

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Registrar: **Trish Angus**

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Date: February 2002