



Medical Transcription

COURSE DESCRIPTION:

This course will provide entry-level skills necessary to become a medical transcriber. The student will be able to use equipment common to transcription; transcribe medical and specialty reports from dictation; proof and edit transcription and patient care. Pre-requisites for this course: 45 WPM keyboarding, computer literacy, and completion of a medical terminology course.

COURSE INFORMATION:

Prerequisite: Computer literacy, Keyboard @ 45 WPM, Medical Terminology
 Dress Requirement and Grooming: Industry standard
 Course Length: 180 hours
 Curriculum Outline Revision Date: 2/04

CAREER TECHNICAL EDUCATION INDUSTRY SECTOR:

- **Health Science and Medical Technology**

STATE AND FEDERAL DESIGNATIONS	
System	Designation
California Basic Educational Data System Code (CBEDS)	4276 – Medical Transcriptionist
California Department of Education (CDE) Industry Sector	F-6
US Department of Education (USDOE) Career Cluster	Health 7 Human Services
US Department of Labor Dictionary of Occupational Titles (DOT)	203.582-058 Medical Transcription

INFORMATION ABOUT COMPETENCY-BASED COURSES

A course description states the scope and content of a course.

Competency is a skill attainment.

Competency is the minimum level of skill a student has to demonstrate to achieve success.

Competency-based instruction measures student success by demonstration of competency and program seat time.

Competency-based instruction targets academic and career technical education to better prepare the individual for transition to either employment and/or higher education.

CALIFORNIA CTE FOUNDATION STANDARDS

The Foundation Standards include general competencies that all students need to master to be successful in the workplace in addition to the competencies listed in the curriculum specific to the occupational area. The Foundation Standards are similar to the competencies identified in the U.S. Department of Labor, Secretary's Commission on Achieving Necessary Skills (SCANS) Report. Subcomponents (not listed here) provide further detail about each Foundation Standard. The complete document California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, is available at www.cde.gov.

1.0 Academics

Students understand the academic content required for entry into postsecondary education and employment in the Health Science and Medical Technology sector.

2.0 Communications

Students understand the principles of effective oral, written, and multimedia communication in a variety of formats and contexts.

3.0 Career Planning and Management

Students understand how to make effective decisions, use career information, and manage personal career plans.

4.0 Technology

Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.

5.0 Problem Solving and Critical Thinking

Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking, and problem-solving techniques.

6.0 Health and Safety

Students understand health and safety policies, procedures, regulations, and practices, including the use of equipment and handling of hazardous materials.

7.0 Responsibility and Flexibility

Students know the behaviors associated with the demonstration of responsibility and flexibility in personal, workplace, and community settings.

8.0 Ethics and Legal Responsibilities

Students understand professional, ethical, and legal behavior consistent with applicable laws, regulations, and organizational norms.

9.0 Leadership and Teamwork

Students understand effective leadership styles, key concepts of group dynamics, team and individual decision-making, the benefits of workforce diversity, and conflict resolution.

10.0 Technical Knowledge and Skills

Students understand the essential knowledge and skills common to all pathways in the Health Science and Medical Technology sector.

11.0 Demonstration and Application

Students demonstrate and apply the concepts contained in the foundation and pathway standards.

STUDENT LEARNING GOALS

In order to function as productive, involved members of society, San Bernardino County ROP students will:

1. Demonstrate personal skills that promote success and growth in the workplace

- a. Know the policies, procedures, and regulations regarding health and safety
- b. Understand the importance of responsibility and accountability
- c. Understand the role of ethical behavior
- d. Understand how to work as a member of a team as well as independently

2. Demonstrate career planning that leads to postsecondary education and/or employment

- a. Know the specific requirements in a career pathway for postsecondary education, certification, and/or licensure
- b. Apply effective strategies for self-promotion in the hiring process

3. Demonstrate appropriate application of academic skills and concepts necessary for entry into postsecondary education and/or employment

- a. Apply the principles of effective oral, written, and multimedia communication in a variety of formats and contexts
- b. Perform mathematical computations required for industry-specific applications

4. Demonstrate problem solving and critical thinking skills

- a. Use critical thinking skills to make informed decisions and solve problems
- b. Apply appropriate problem solving strategies and critical thinking skills to work-related issues and tasks

5. Demonstrate the use of appropriate technology used in the 21st Century

- a. Identify, analyze and integrate past, present and future technological resources for application in personal, workplace and community environments
- b. Utilize technological skills to enhance personal and career development

MAJOR INSTRUCTIONAL UNITS	CL Hours	CC Hours	CA Academic Content Standards	HSEE	Activity/Assessment
<p>I. Introduction to Medical Transcription Unit Objective: Discuss the objectives for the course, including course prerequisites, student and teacher expectation, attendance and grading policies, and career opportunities. Unit Competencies: A. Explain the course requirements, course syllabus and major objectives, grading, and student evaluation procedures. B. Discuss the teacher and student expectations for the course. C. Review requirements for attendance and participation. D. Discuss career potential pertaining to acute care, medical specialties, and small business or home businesses. E. Review classroom safety, emergency and disaster procedures. F. Discuss the ROP Student Learning Goals (SLGs) and their relationship to course and employability.</p>	6		LA grades 9/10 Reading 2.1, 2.3, 2.7 Listening/speaking 2.1, 2.2, 2.3 Writing 1.1, 1.2, 1.5, 1.7, 2.3 ELC 1.1-1.5 ELC 1.2, 1.3	 ✓ ✓ ✓	<ul style="list-style-type: none"> •Read and discuss job descriptions of different medical transcription positions. •Read and critique logic of requirements of job descriptions. •Interview MTs in the field doing hospital, service and home-based transcription on advantages and disadvantages. •Write short essay on interview. •Present findings to the class. •Read and discuss OOH job description of a medical transcriptionist. •Discuss qualities of a successful MT. Write a one-page essay using proper English usage on what it takes to become successful in the job field. Identify potential barriers in becoming successful. •Make a presentation to the class on the essay. <p><i>Write essay, peer evaluation, rubrics, oral presentation, demonstrate understanding of job requirements by summarizing job description. Class discussion, quizzes/tests, informational interview questionnaire.</i></p>

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<p>II. Ethical and Legal Considerations Unit Objective: Discuss the importance of patient confidentiality, HIPAA regulations, AAMT and AMA Code of Ethics. Unit Competencies: A. Analyze the AAMT and AMA Code of Ethics and discuss the importance of adhering to the code as it relates to patient confidentiality. B. Describe the procedures for questioning report content. C. Discuss the parameters for editing medical reports. D. Discuss the legal implications of medical documents E. Demonstrate an awareness of HIPAA regulations.</p>	6		LA grades 9/10 Reading 2.1, 2.3, 2.7 Writing 2.6	✓	<ul style="list-style-type: none"> •Read and analyze employee handbooks on patient confidentiality. Discuss the importance of confidentiality as an MT. •Analyze and discuss AAMT and AMA Code of Ethics. •Discuss proper procedures of handling report blanks, errors and inconsistent dictations. Write procedures for questioning report content. <i>Role-play issues on confidentiality. Class discussions, Journals, graphic organizers.</i> <i>Quizzes, tests, process essay.</i>
<p>III. Medical Terminology Unit Objective: Demonstrate the appropriate use of medical terminology, including prefixes, suffixes, combining forms, and abbreviations. Unit Competencies: A. Demonstrate mastery of medical terminology, including prefixes, suffixes, and combining terms. B. Demonstrate the proper form for transcribing medications. C. Demonstrate mastery of medical terminology relating to common abbreviations.</p>	20		LA grades 9/10 Reading 1.1, 1.2 Reading 2.1 Writing 2.6	✓	<ul style="list-style-type: none"> •Review medical terminology – prefixes and suffixes, combining forms. Trace etymology of medical terms. •Develop and compile medications in a personal dictionary. •Learn acceptable and common abbreviations used in the workplace. Read and analyze sample medical reports utilizing abbreviations. <i>Flash cards, quizzes/tests, class discussions, personal medications dictionary.</i>

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<p>IV. Transcription Equipment Unit Objective: Demonstrate the use of a dictation machine and personal computer using a word processing software application. Unit Competencies: A. Demonstrate the use of dictation equipment, including headphones, foot pedal, and cassette tapes. B. Demonstrate the use of a personal computer word processing software application. C. Describe the use of a medical spell check software program. D. Describe the process for using the telephone in transcription.</p>	3		LA grades 9/10 Reading 2.1 Reading 2.6	✓	•Read instruction manual for operating dictation machine. •Sign in the computer and demonstrate ability to work on Word program including saving all reports on disk. •Demonstrate use of actual Dictaphone equipment. <i>Peer evaluations.</i> <i>Word processing documents created with Word program.</i>
<p>V. Acute Care Hospital Dictation Unit Objective: Describe the structure and format of a variety of medical reports. Unit Competencies: A. Analyze and discuss the structure and format requirements for the following: <ul style="list-style-type: none"> • Discharge summaries • History and physicals • Consultations • Operation reports • Emergency room reports • Radiology reports • Pathology reports • Progress reports </p>	20		LA grades 9/10 Reading 2.1, 2.3, 2.7 Reading 2.2 Listening 1. 1	✓	•Read different types of medical reports. Compare and contrast different medical reports. •Read and analyze structure and format of different medical reports. •Read and analyze structure and format of patient chart •Listen to doctors' dictation and formulate judgments about medical reports transcribed. •Learn appropriate formats and critique logic of report formats. <i>Tests/quizzes, group discussions, peer edit evaluation, group evaluations, Vocabulary.</i>

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<p>VI. Medical Specialty Dictation Unit Objective: Analyze and describe the structure and format of a variety of medical specialty reports. Unit Competencies: A. Apply correct medical terminology, medications, abbreviations, structure, and format for the following medical specialty reports:</p> <ul style="list-style-type: none"> • Radiology • Urology • Gastroenterology • Dermatology • Orthopedics • Cardiology • Pulmonology • Endocrinology • Obstetrics and Gynecology • Ophthalmology • Otorhinolaryngology • Neurology • Oncology • Pathology • Pediatrics • Physical Medicine 	100		<p>LA grades 9/10</p> <p>Reading 2.1, 2.2, 2.3</p> <p>Writing 1.1, 1.2, 1.3, 1.4, 2.3</p> <p>ELC 1.1-1.4</p> <p>Listening/speaking 2.2</p>	✓	<ul style="list-style-type: none"> •Analyze structure and format of different medical reports and specialties. •Understand major disease process in various medical specialties. <p>Research a disease/disease process of choice in a medical specialty.</p> <ul style="list-style-type: none"> •Write research report using designated format. Include a bibliography/references used in the research report. •Present research project in class. <p><i>Peer evaluations, medical documents created with Word program, tests/quizzes, group discussions, peer edit evaluation, group evaluations, vocabulary, research notes, rubrics, writing checklist, critique speakers, write research paper.</i></p>
<p>VII. Proofing and Editing Unit Objective: Prepare medical reports using appropriate grammar, spelling, punctuation, sentence structure, and report format. Unit Competencies: A. Demonstrate proper proofreading and editing techniques in medical documents.</p>	16		<p>LA grades 9/10</p> <p>Reading 2.1, 2.3, 2.7</p> <p>ELC 1.1, 1.2, 1.3, 1.4, 1.5</p>	✓	<ul style="list-style-type: none"> •Analyze structure and format of different medical reports. •Learn appropriate report formats. •Learn proper proofreading and editing techniques in medical documents.

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<p>B. Demonstrate appropriate use of medical language (terminology, abbreviations) in medical reports.</p> <p>C. Produce medical documents with accurate spelling, grammar, punctuation and capitalization.</p>					<ul style="list-style-type: none"> •Learn appropriate medical language style used in different medical reports. Analyze sentence structure in medical dictation. •Produce medical documents with accurate spelling, punctuation and caps. <i>Medical documents transcribed with Word program. Peer edit evaluations, tests/quizzes, group discussions, group evaluations, vocabulary, logs of common errors.</i>
<p>VIII. Transcription Resources</p> <p>Unit Objective: Demonstrate the use of reference materials, including medical dictionaries, the Internet, and medical software.</p> <p>Unit Competencies:</p> <p>A. Compile reference materials from a variety of sources, including pharmacies, hospitals, and medical journals.</p> <p>B. Demonstrate the use of medical, standard, and specialty dictionaries.</p> <p>C. Discuss the use of the Internet for current medical information.</p>	3		<p>LA grades 9/10</p> <p>Reading 1.1, 1.2</p> <p>Reading 2.1, 2.2, 2.3</p> <p>Reading 2.6</p> <p>Listening/speaking 2.3</p> <p>Writing 2.6</p>	<p>✓</p> <p>✓</p>	<ul style="list-style-type: none"> •Discuss appropriate reference materials to use when doing word-researches. Compare and contrast various medical reference. •Compile a list of medical references for personal medical library. •Explore the value of using Internet for updated medical information. •Organize and compile personal reference materials through resources available from pharmacies, hospitals, transcription services and other medical journals. •Interview medical specialists to

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					gather appropriate resources. •Develop personal medical dictionary of new terms/vocabulary learned.
<p>IX. Job Search Unit Objective: Create a comprehensive portfolio that includes a resume, letter of introduction, letters of reference, marketing materials, and work samples. Unit Competencies: A. Discuss the local labor market issues and prepare an organized plan of action. B. Identify prospective clients, i.e., physicians, hospitals and clinics. C. Conduct networking activities utilizing newspapers, community agencies and personal contacts. D. Describe client expectations for the medical transcriptionist. E. Complete an application for employment using a “master application.” F. Prepare a resume and cover letter. G. Participate in an in-depth interview, demonstrating appropriate dress, behavior, and responses to interview questions. H. Compose appropriate thank you letters. I. Identify common issues that arise for small or home-based businesses and discuss possible solutions.</p>	6		LA grades 9/10 Writing 1.8 Writing 2.5 ELC 1.1-1.5 Listening/speaking 2.3 Reading 2.1, 2.2 Reading 2.6	✓	•Complete job application. •Apply appropriate interview techniques. •Prepare resume according to conventional style and format. •Explore job-searching value of the Internet. Register on-line and post resumes for job openings. •Compile list of Web sites for MT job search. •Design brochure, flyer or business card to market a home-based business. •Write letter to prospective clients, i.e., physicians, hospitals and clinics marketing home-based transcription service.

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