



CLASS NUMBER AND NAME:	MDN160A BEGINNING MEDICAL TRANSCRIPTION I	
TOTAL HOURS/UNITS:	24 HOURS	1.0 UNIT
PREREQUISITES:	Completion or concurrent enrollment in MDN161B-Medical Terminology II.	
TEXTS AND MATERIALS:	<u>Nursing 2017 Drug Handbook</u> , Wolters Kluwer (ISBN 9781496322555) Handouts packet will be provided by instructor Headset Thumb Drive	
CLASS DESCRIPTION:	The student is introduced to transcribing from the computer with simple medical transcription using medically dictated material. The importance of medical reports and records, proper punctuation, and available references are discussed.	
CLASS OBJECTIVES:	To provide the student with programmed format to learn to transcribe accurately at moderate speed, simple letters, chart notes, history and physicals, and medical records.	
CLASS FORMAT OVERVIEW:	Class work is based on the material in the text and additional spelling lists. The class is used for independent transcribing from medical tapes in the classroom, questions, drills, and medical vocabulary tests.	
METHODS OF INSTRUCTION:	The instructor assists the student in use of transcribing equipment and answers questions regarding information obtained from tapes. Crossword puzzles are given to the student to help build their understanding of medical terminology. Videos of actual surgical procedures are viewed periodically. As learning medical transcription is required to be done in the classroom during class-time, attendance is important. Class time is used to clarify troublesome areas, to point out areas important to remember, for terminology written word tests, timed typing test of medical transcription, reading drafts back to the instructor, and for supplementary updated information provided by the instructor. The instructor is available to students for private conference by appointment or informally between classes.	

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor’s decision will be final.

It will be the student’s responsibility to learn of any assignments given in class when absent.

TESTING:

Terminology written word tests and timed typing test of medical transcription is given periodically. The student must complete all tests and final with a passing grade (60% or better).

Transcription assignments are graded on accuracy and amount completed.

LATE TESTING:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty.

GRADING POLICIES:

Each student is graded on the cumulative point system as follows.

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D

The final letter grade is determined as follows:

- Word tests 20%
- Transcription assignments 50%
- Final 30%

Students out of uniform will be subject to the uniform contract grading policy.

IF A STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.

Upon completing this course, the student will be able to:

**ANTICIPATED LEARNING
OUTCOMES:**

1. Transcribe 40 to 50 lines within 50 minutes with no more than 10 errors
2. Transcribe a variety of reports to include Pathology, Orthopedic, Radiology, Cardiology, and Gastrointestinal.
3. Know how to use medical reference books.
4. Proofread and edit to 100% accuracy.
5. Achieve a 60% or better on an accumulation of all assignments.

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Week				
1	Work on Tape Read Outline Tape 1	Work on Tape	Work on Tape	Work on Tape
2	Work on Tape Tape 2	Work on Tape	Work on Tape	Work on Tape
3	Work on Tape Tape 3A	Work on Tape	Work on Tape	Work on Tape
4	Work on Tape Tape 3B	Work on Tape	Work on Tape	Work on Tape
5	Work on Tape Tape 4	Work on Tape	Work on Tape	Work on Tape
6	Work on Finishing up your work.	Work on Finishing up your work	Remember to get all redos done and turned in.	Turn in all work.

Homework includes familiarizing yourself with the Calendar and Syllabus, textbook reading assignments, and study guide homework plus reviewing skills videos at www.empirestudent.com, as well as completing quiz reviews when appropriate to augment learning. Expect homework study time to vary but it will be at least two hours per week for every credit hour. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.