



**CLASS NUMBER AND NAME:** MDN160B BEGINNING MEDICAL TRANSCRIPTION II

**TOTAL HOURS/UNITS:** 24 HOURS—1.0 UNITS

**PREREQUISITES:** COMPLETION OF MDN160A – BEGINNING MEDICAL TRANSCRIPTION I.

**TEXTS AND MATERIALS:** Nursing 2017 Drug Handbook, Wolters Kluwer  
(ISBN 9781496322555)  
Handouts will be provided by instructor.  
Headset  
Thumb Drive

**CLASS DESCRIPTION:** This class builds on the skills learned in MDN160A. The student strives for more accuracy while maintaining better speed. The goal is to know how to utilize reference books and transcribe accurately.

**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.

All tests may be retaken if the score is BELOW 70. The highest grade for the retaken test will be no higher than a C.

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%

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

**ANTICIPATED LEARNING  
OUTCOMES:**

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

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.

## MDN160B BEGINNING MEDICAL TRANSCRIPTION II

WEEK				
1	<p><b>Work on Tape 5</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>
2	<p><b>Work on Tape 6</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>
3	<p><b>Work on Tape 7A</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>
4	<p><b>Work on Tape 7B</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>
5	<p><b>Work on Tape 8</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>	<p><b>Work on Tape</b></p> <p><b>HW:1hour</b></p>
6	<p><b>Finish up your work.</b></p>	<p><b>Finish up your work</b></p>	<p><b>Get all redos done and turned in.</b></p>	<p><b>Turn in all work.</b></p>

**HW: indicates the amount of homework for each assignment.**

**This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed handouts due to absence.**