

**MARTIN COMMUNITY COLLEGE**  
**COURSE SYLLABUS**  
**Semester/Year: Spring/2011**

<b>COURSE NUMBER:</b> OST 241 (50)	<b>INSTRUCTOR:</b> Wanda Tenpenny
<b>COURSE TITLE:</b> Medical Office Transcription I	<b>OFFICE NO:</b> NA
<b>CREDIT HOURS:</b> 2	<b>OFFICE/VIRTUAL HOURS:</b> E-mail Instructor
<b>CONTACT HRS/WK:</b> 3 (1 class, 2 lab)	<b>PHONE NO:</b> (252)789-0246 Contact: Dr. Phyllis Broughton
<b>PREREQUISITES:</b> MED 121 or OST 141	<b>FAX:</b> (252)792-0826
<b>COREQUISITES:</b> None	<b>E-MAIL:</b> wtenpenny@mcc.martincc.edu

**COURSE DESCRIPTION:** This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

**PROGRAM LEARNING OUTCOMES:**

1. Demonstrate an understanding of the administrative support process and functions and how these influence effective business practices in a medical office or medical setting.
2. Utilize appropriate technology, techniques and practices to collect, process, and interpret information for decision making and administrative support in a medical office or medical setting.
3. Demonstrate communication skills to process, manage, and communicate information in a medical office or medical setting.

**COURSE LEARNING OUTCOMES:**

1. Recognize the professional healthcare team and what attributes contribute to the professional medical transcriptionist.
2. Identify and describe the various types of dictated medical reports.
3. Demonstrate knowledge of grammar, punctuation, editing, and transcription practices by reviewing the examples from dictation.
4. Demonstrate the ability to arrange an operative report, consultation report, discharge summary, history and physical exam, chart notes, emergency department reports, pathology reports, and radiology reports.
5. Spell and define common terms, laboratory tests, procedures, and drugs for the following body systems:
  - Dermatology
  - Urology/Nephrology
  - Gastroenterology
  - Cardiology

**REQUIRED TEXTBOOKS:** Ettinger, A. and Ettinger, B., (2009). *Medical transcription*. (3<sup>rd</sup> edition). St. Paul, MN: Paradigm Publishing.

**SUPPLEMENTAL RESOURCES:** A computer with access to the Internet. This computer must be capable of running a current version of Internet Explorer or Netscape Navigator (must be at least 4.0 browser). There have been problems when students use AOL as the Internet Service Provider. You must use your MCC email account.

**LEARNING/TEACHING METHODS:**

1. Hands-on computer activities – chapter worksheets and class work reports to be transcribed for each chapter.
- Outside Reading Assignment – Discuss the education program of Transcription Relief Services.
  - See: [www.trsinstitute.com](http://www.trsinstitute.com)
- 2.

**ASSESSMENTS/METHODS OF EVALUATION:**

○ <b>Transcription Tests</b>	<b>70%</b>
○ <b>Chapter Assignments/Chapter tests</b>	<b>20%</b>
○ <b>Classwork/Outside Reading Assignment</b>	<b><u>10%</u></b>
<b>Total</b>	<b>100%</b>

**GRADING POLICY:**

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 69

**COURSE OUTLINE:**

Week 1	An Introduction Medical Transcription	Chapter 1
Week 2	Medical Transcription and Technology	Chapter 2
Week 3	Medical Terminology Review	Chapter 3
Week 4	Perfecting Your Editing Skills	Chapter 4
Week 5	Dermatology	Chapter 5
Week 6	Urology and Nephrology	Chapter 12
Week 7	Gastroenterology	Chapter 10
Week 8	Cardiology	Chapter 9

**STUDENT ATTENDANCE POLICY:**

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. The attendance requirement for this class is eighty percent (80%). Class attendance is a necessary part of the educational experience. Due to the nature of Internet classes, attendance in this class will be based upon completion of quizzes and exams. If a student does not complete a quiz and/or exam by the due date, the student will be counted absent for that week. **IF YOU DO NOT COMPLETE TWO CONSECUTIVE CHAPTERS, YOU WILL BE DROPPED FROM THE CLASS.**

To enter section 50 (Internet) courses, students must do two things:

- (1) First, students must complete a technology assessment located on the Blackboard login page.
- (2) Second, students must login into Blackboard or Moodle and complete the first assignment within seven (7) school days.

Both the technology assessment and the first assignment must be completed for students to remain in the course. If students are taking more than one online course, the student ONLY takes the technology assessment ONE time.

After completing the technology assessment and first assignment within seven (7) school days, students then return to the course in Blackboard.

The census date is the date on which ten percent (10%) of the total course hours have met. Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent (10%) census date, the instructor will administratively withdraw the student. Initial attendance requires students to complete the technology assessment on Blackboard and first assignment within seven (7) school days.

Students who miss more than six contiguous contact hours or fail to attend the required percentage (90%) of total hours without a justifiable absence and verifiable contact with the instructor may be administratively withdrawn from the class by the instructor and given a grade of "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA. Students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F." The last day to officially withdraw without receiving an "F" is **Thursday, March 24, 2011.**

#### **REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES\***

**\*In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

#### **COURSE POLICIES:**

**Assignments: Late assignments will not be accepted.**

**Testing: Each chapter contains a test that will be taken online. Your tests will not be timed. Starting with chapter 5, you will have a chapter test and a transcription test. IF YOU TAKE A TEST (CHAPTER OR TRANSCRIPTION) LATE, YOU WILL RECEIVE A ZERO (0). LATE WORK WILL NOT BE ACCEPTED. If for some reason you cannot e-mail your assignment/test, please contact me immediately.**

**Outside Assignment: A one-page summation will be completed for the outside reading assignment. This assignment along with specific instructions will be assigned by the instructor. LATE ASSIGNMENTS WILL NOT BE ACCEPTED.**

**CONTACT:**

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

**To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to [www.martincc.edu](http://www.martincc.edu).**

*If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.*