A. CATALOG DESCRIPTION

1. Credits: 2
2. Hours/Week: 2
3. Prerequisites (Course discipline/number): BTEC 1620 and ENGL 1630 or concurrent enrollment.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course will focus on preparation of medical documents using the Association of Healthcare Documentation Integrity (AHDI) Book of Style for Medical Transcription and the Gregg Reference Manual as standard guides. Topics will include proper rules for transcribing abbreviations, classifications, laboratory data and values, medications, numbers, symbols, units of measure, medical homonyms, punctuation, and grammar when they are incorporated in medical reports.

B. DATE LAST REVISED (Month, year): December, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Introduction of AHDI Book of Style
3. Usage of reference materials
4. Transcription and editing of healthcare documentation.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Demonstrate proficiency in using AHDI (Association of Healthcare Documentation Integrity) Book of Style.
3. Demonstrate proper usage of punctuation and grammar rules.
4. Identify and apply rules for medical abbreviations.
5. Identify and apply rules for transcribing medical classifications.
6. Identify and apply rules for expressing laboratory data and values.
7. Identify and apply rules for expressing medications.
8. Identify and apply rules for number usage.
9. Identify generic and brand name medications.
10. Demonstrate proper usage of symbols.
11. Identify and apply rules for expressing units of measure.
12. Identify and apply usage of medical homonyms.
13. Demonstrate appropriate usage of references.
14. Transcribe and edit healthcare documentation accurately according to industry standards.
15. Seek resources and services as needed.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

1. Class participation
2. Assignments
3. Tests

G. RCTC CORE OUTCOME(S) ADDRESSED:

- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

H. SPECIAL INFORMATION (if any):

Normal fees that are charged for online classes and required transcription software.