

Course discipline/number/title: HCOP 1640: Healthcare Office Documentation

A. CATALOG DESCRIPTION

1. Credits: 4
2. Hours/Week: 4
3. Prerequisites (Course discipline/number): None
4. Other requirements: None
5. MnTC Goals (if any): NA

B. COURSE DESCRIPTION: This course introduces formatting and transcription skills for healthcare documentation in a variety of medical specialties. Dictation is transcribed from various diverse backgrounds. Keyboarding speed and accuracy will continue to be developed. Emphasis will be in developing and improving editing and proofreading skills utilizing Microsoft Word, Excel, and PowerPoint.

C. DATE LAST REVISED (Month, year): March, 2024

D. OUTLINE OF MAJOR CONTENT AREAS:

1. Keyboarding skills
2. Fundamentals of Microsoft Word, Excel, and PowerPoint
3. Reference materials, general and medical
4. Transcription of healthcare documentation
5. Formatting, proofreading, and editing of healthcare documentation

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

1. Demonstrate proficiency in the use of English and medical resources.
2. Apply keyboarding and production skills.
3. Apply grammar and punctuation rules.
4. Applying formatting, proofreading, and editing skills of healthcare documentation.
5. Demonstrate accuracy according to industry standards regarding medical abbreviation, laboratory data, medications, unit of measurement, and homonyms.
6. Demonstrate creating, formatting, and transcription accuracy according to industry standards including, but not limited to, medical history and physical reports; consultation, radiology, operative, discharge summary, and pathology reports; medical letters; meeting minutes; agendas; spreadsheets; emails; calendaring; medical manuscripts; abstracts for publication; and curriculum vitae.
7. Demonstrate medical terminology, disease processes, and pharmacology knowledge.

F. LEARNING OUTCOMES (MNTC): NA

G. METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:

1. Class participation
2. Written assignments
3. Quizzes

H. RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s): Communication. Students will communicate appropriately for their respective audiences.

I. SPECIAL INFORMATION (if any): None