

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 of 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 on developing and improving editing and proofreading skills.

C. DATE LAST REVISED (Month, year): February, 2023

D. OUTLINE OF MAJOR CONTENT AREAS:

1. Keyboarding skills
2. Reference materials, general and medical
3. Transcription of healthcare documentation
4. 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. Apply 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 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; memos; 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): Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

I. SPECIAL INFORMATION (if any): None