

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
HEALTH SCIENCES AND EMERGENCY SERVICES DIVISION
Health Information Technology Department**

**COURSE SYLLABUS
Fall 2009**

COURSE NUMBER: MRMT 1307
COURSE TITLE: MEDICAL TRANSCRIPTION I
DESCRIPTION: Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.
CREDIT HOURS: 3, including 2 lecture hours, 2 lab hours
PREREQUISITES: Consent of Program Director
CO-REQUISITES: POFT 1307 and SRGT 1301 or Consent of Program Director

COLLEGE REPEAT POLICY: This course may be repeated only once after receiving a grade, including “W”.

PROFESSOR’S INFORMATION

Lisa A. Baird, MBE, BSE, CSR
Medical Transcription Associate Professor
LBaird@cccd.edu or lisaabaird@sbcglobal.net

PROFESSOR’S AVAILABILITY: Communications options include email for this distance learning class. Email inquiries are generally answered within 24 hours, except during weekends. Assignments not graded automatically are generally returned to students in Blackboard within one week.

PROFESSOR’S EXPECTATIONS OF STUDENTS: In addition to expectations listed elsewhere, students are expected to keep a copy of all saved course work until the final grade has been posted, since electronic communications can fail or crash. This policy may allow resubmission of important items, if permitted by the professor. If technology issues arise, students are expected to use Collin computers or other equipment for submitting work according to schedule. In other words, a personal computer challenge is no excuse for failing to submit work on time. Students are expected to plan ahead concerning inquiries to allow for reasonable response time from the professor. Students are expected to mark the weeks of the term on their personal calendars and to maintain a check list of work completed and grades received in order to self-monitor progress in the course. Remember that *online courses require the STUDENT to be self-disciplined* concerning course performance.

CLASS INFORMATION

This totally online course is in Blackboard and must be completed in the current semester/term and generally requires at least 10 to 15 hours weekly for completion of assignments. (Note: The time required to complete assignments will vary according to individual skills.) All course-related communications are to be within Blackboard as soon as students have access. The course includes online resources, theory tests in Blackboard, and hands-on transcription practice of physician dictation. All assignments must be submitted by the deadlines listed in the schedule and submitted as attachments to Blackboard Assignments tab to the left of the homepage. All assessments are auto graded immediately and a grade given. All transcription assignments are manually graded and returned to the student within one week. General or advising e-mail inquiries should be sent to LBaird@cccd.edu and include an e-mail subject line that reflects the message content. For privacy and security purposes, all e-mail communications should be within Blackboard once you have access to the course.

Course Delivery Platform: Blackboard and follow login instructions there. You will not be able to access the class until classes officially begin. Allow reasonable time for students to be uploaded into Blackboard. Reasonable flexibility has been given in the course schedule to accommodate initial deadlines. If the unusual occurs, the professor will post schedule adjustments.

TECHNCAL REQUIREMENTS

Browser Specifications: Blackboard course can be accessed on any computer that is capable of running a supported browser. The Office course component was created for Internet Explorer 6 or higher.

Plug-ins: This Blackboard course will require Adobe Reader in order to access certain media. You can download this free software by following this link for [Adobe Reader](#).

Minimum Computer Specifications PC

Platform: Windows XP (Another operating system can be used, but students may notice some differences in the appearance of certain dialog boxes in the office course component.)

CPU (Chip): Pentium 233 MHz

Memory: 64 MB of RAM

Modem: 56K

Minimum Computer Specifications Macintosh

Platform: OS 9.2

CPU: Power PC

Memory: 65 MB of RAM

Modem: 56K

High speed Internet connection (cable modem or DSL) is recommended.

Computer Skills Needed: You should know how to access a Web site when given an address (URL) or link, use the features of your Web browser, download files, attach files to emails, and use MS Word.

Technical Support: Technical support for Blackboard is available 24 hours a day, 7 days a week, 365 days a year. You may contact technical support toll-free by calling 1-866-350-5119.

TEXTBOOK: *Medical Transcription* (with dictation CD), 3rd edition - revised, Ettinger & Ettinger, 2003, ISBN 0-7638-2329-5 (text bundle that includes dictation CD), EMC Paradigm Publishing Company.

Course materials may be available online at <http://bookstore.ccccd.edu> by clicking “Browse Course Information” in the Purchase Books box near bottom of screen. In the Schedule Lookup for Term/Department box, scroll down and select Office Systems Technology. Next, select the course of interest to see the materials available and use the order form for your shopping cart.

REQUIRED REFERENCE BOOKS:

The Gregg Reference Manual (spiral bound), William A. Sabin, Glencoe-McGraw Hill, 9th edition, 2001, ISBN 0-02-804046-5.

OPTIONAL REFERENCE BOOKS:

Medical Abbreviations and Eponyms, Sheila B. Sloane, W. B. Saunders Company, 2nd edition, 1997, ISBN 0-7216-7088-1.

Medical Language Instant Translator, Davi-Ellen Chabner, 2001, W. B. Saunders Co., ISBN 0-7216-8582-X.

Dorland’s Dermatology Word Book for Medical Transcriptionists, Sharon B. Rhodes, 2002, W.B. Saunders Co., ISBN 0-7216-9526-4.

The AAMT Book of Style for Medical Transcription, Claudia Tessier, 3rd edition, 2002, American Association for Medical Transcription, ISBN 0-935229-38-8.**

** (THIS IS A REQUIRED BOOK FOR MRMT 2333, BUT IT IS A VERY GOOD REFERENCE TO HAVE NOW)

SUPPLIES

Disks of your choice for backing up assignments files. Do NOT delete any course assignments or files until the course is finished and the final grade has been posted.

SOFTWARE

MS Word for Windows 2007 is recommended (do NOT use Works, WordPad, or Notepad). An *optional* program that is available if you want it to increase your production time is *SpeedType*. Contact Betsy Ertel (info@SpeedType.com, 800-577-6665 or 925-940-9545 voicemail) for how to set up the program for your Windows version.

EQUIPMENT

Foot Pedal: Select USB port connection. The foot pedal replaces the need for a standard cassette transcription machine. It is recommended that you purchase the HPI foot pedal from Collin bookstores or from HPI (www.hpisumcom). Other possible sources include www.tvps.com, www.transcriptiongear.com, and www.theprogrammer.com/footpedals.html.

MEASURABLE STUDENT LEARNING OUTCOMES: After successful completion of this course, the student should be able to:

- 1.0 Select the correct format for a dictated medical document.
- 2.0 Demonstrate proper use of reference materials.
- 3.0 Transcribe routine medical documents dictated by a variety of physicians.

- 4.0 Edit transcripts to correct mechanical errors.
- 5.0 Identify obvious medical inconsistencies.
- 6.0 Produce neat, error-free transcripts.
- 7.0 Increase transcription speed, accuracy, and productivity.

COURSE REQUIREMENTS

Students will spend as much time as necessary completing the assignments and submit them according to schedule. Students are expected to monitor Blackboard e-mail and announcements several times weekly. If you experience personal computer or e-mail problems, you are expected to find another computer to use and may use computers in the libraries of the Collin College campus, if that is necessary or desirable. In other words, personal computer or e-mail problems are no excuse for failing to communicate or submit course work.

METHOD OF EVALUATION

- 10% Terminology
- 20% Chapter Quizzes
- 50% Accuracy/Production
- 10% Midterm Exam
- 10% Final Exam

COURSE WITHDRAWAL POLICY: Beginning with the Fall 2007 semester, new first time students may not withdraw from more than six courses. Under section 51.907 of the Texas Education Code, an institute of higher education may not permit a student to withdraw from more than six courses, including any course a transfer student has withdrawn from at another institute of higher education. The last day to withdraw for the Fall 2009 session is Friday, October 16, 2009.

RELIGIOUS HOLY DAYS: Please refer to the current Collin Student Handbook.

ADA STATEMENT: It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

ACADEMIC ETHICS: The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

COURSE CALENDAR

See the calendar and schedule in Blackboard for the due dates for all assignments and tests. The professor reserves the right to change the calendar/schedule and will post announcements on Blackboard if that becomes necessary.

Rev. August 2009