



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**MEDICAL TRANSCRIPTION  
ALH1660 3 Credit Hours**

**Student Level:**

This course is open to students on the college level in freshman or sophomore year.

**Catalog Description:**

**ALH1660 - MEDICAL TRANSCRIPTION (3 hrs)**

This course is designed to give the student a firm foundation in medical transcribing through the use of a variety of letters, memos, and reports that are typical of those encountered in the medical field. This course is also designed to enhance the learner's knowledge of medical terminology, to reinforce anatomical knowledge, and to challenge the student in the use of English language skills.

**Prerequisites:**

Typing ability and ALH1655 Medical Terminology.

**Controlling Purpose and Learner Outcomes:**

This course is designed to give the student a firm foundation in medical transcribing through the use of a variety of letters, memos, chart notes, medical reports, and laboratory procedures that are typical of those encountered in the medical field. This course is also designed to enhance the learner's knowledge of medical terminology, to reinforce anatomical knowledge, and to challenge the student in the use of English language skills and proofreading skills.

**Learner Outcomes:**

Upon completion of this course, the student will be able to create from dictation of a doctor or other health care professional, accurate files in electronic format representing the treatment history of the patient. The student will gain an increased knowledge of anatomy, as well as improve language and proofreading skills.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the

less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.

- C = All major goals have been achieved, but many of the minor goals have not been achieved.  
 In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

<b>UNIT 1 – PREPARING TO TRANSCRIBE</b>						
Outcomes: The student will demonstrate an understanding of the professional field of medical transcription.						
A	B	C	D	F	N	SPECIFIC COMPETENCIES
						Describe the personal attributes of a successful medical transcriptionist.
						Demonstrate an awareness of the types of knowledge and skills required in the field.
						Demonstrate an understanding of the legal and ethical issues involved in the profession.
						Understand the difference among the various types of basic medical reports.
						Describe the requirements for becoming certified in the profession.

<b>UNIT 2 – TRANSCRIBING FOR THE SPECIALTIES</b>						
Outcomes: The student will demonstrate a functional use of medical terminology, the ability to proofread and edit with a high degree of accuracy, and the ability to transcribe medical reports.						
A	B	C	D	F	N	SPECIFIC COMPETENCIES
						Define the medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.
						Spell and pronounce medical words correctly.
						Review medical prefixes, suffixes, root words, and combining forms.

						Demonstrate proficiency in the use of a medical dictionary.
						Demonstrate the following English language skills: punctuation, grammar, capitalization, word forms, sentence structure, abbreviations, and number styles.
						Demonstrate the ability to proofread and edit transcribed medical reports, using standard proofreader's marks, without changing the dictator's meaning or style.
						Use correct format in the transcription of medical reports.
						Edit medical reports to conform with AAMT style guidelines.
						The student will transcribe medical documents of various types for each of the medical specialty areas listed above under "Units of Instruction."
						Medical reports will be transcribed using correct report format.
						Transcribed documents will be proofread, edited, and corrected.

**Projects Required:**

None.

**Textbook:**

Contact Bookstore for current textbook.

**Materials/Equipment Required:**

Computer

Internet connection

Microsoft Word XP or Word 2000 software

**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum Class Size:**

Based on classroom occupancy

**Course Time Frame:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction

and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class and which requires accommodations, contact the Disability Services Coordinator.