



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**MEDICAL TRANSCRIPTION FIELD WORK EXPERIENCE I
ALH5248 3 Credit Hours**

Student Level:

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

Catalog Description:

ALH 5248 - MEDICAL TRANSCRIPTION FIELD WORK EXPERIENCE I (3 hrs)

The student will apply the training received through classroom and laboratory instruction in an online virtual medical office setting. The student will develop competencies to increase understanding and skills in practical business work and medical transcription while guided by the instructor. The student will complete at least 180 hours of practical field work within the online virtual medical office setting.

Prerequisites:

ALH1660 Medical Transcription and the student must be accepted into the medical coding certificate and/or AAS degree program.

Controlling Purpose:

This course is designed to apply the training received through classroom and laboratory instruction to a position working in the student's major field of study. This work experience should provide a situation in which the student can build upon and modify basic principles of practical business work guided by the instructor, the training preceptor, and the student's related education.

Learner Outcomes:

Upon completion of the course, the student will develop competencies to increase understanding and skills in practical business work and medical transcription while guided by the instructor and training preceptor.

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

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- 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.

UNIT 1: COMMUNICATION SKILLS						
Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:						
A	B	C	D	F	N	Specific Competencies
						Demonstrate proper written and verbal usage of the English language
						Demonstrate proper telephone techniques
						Proofread and edit typewritten and handwritten material

UNIT 2: OFFICE TECHNICAL SKILLS						
Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:						
A	B	C	D	F	N	Specific Competencies:
						Produce mailable documents using the computer or typewriter
						Demonstrate proper filing procedures
						Demonstrate proper procedures for handling incoming and outgoing mail
						Exhibit an awareness of office supplies, their uses and sources

UNIT 3: PERSONAL DEVELOPMENT AND HUMAN RELATIONS						
Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:						
A	B	C	D	F	N	Specific Competencies:
						Exhibit proper grooming and attire for the particular work station
						Demonstrate ability to follow written and verbal instructions
						Exhibit the following professional qualities: honesty, confidentiality, courtesy, cooperation, alertness, punctuality, patience, tact, confidence, dependability/reliability, flexibility, and initiative

UNIT 4: WORKPLACE COMPETENCIES

Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Set priorities or the order in which several tasks will be accomplished
						Determine specific activities to accomplish a task and order of procedures to accomplish the task
						Locate information about duties, methods, procedures, and select tools, materials, and equipment, to perform the activities needed to accomplish a specific task
						Identify and explain the use of common supplies and materials
						Demonstrate knowledge of workplace products and/or services
						Exhibit the safe use of tools and equipment
						Organize work space, work flow, and adjust to change when necessary
						Identify skills needed to maintain effective work relations with colleagues
						Work together to reach a common goal

UNIT 5: HEALTH CARE DOCUMENTATION COMPETENCIES

Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:

A	B	C	D	F	N	Specific Competencies
						Demonstrate a general knowledge of word processing, computers, dictation and transcription equipment, and related technologies
						Demonstrate an understanding of security issues related to dictation and transcription systems and technology
						Demonstrate appropriate use of electronic references and other resources for research and practice of transcription
						Demonstrate knowledge of the purpose and content of the health care record (paper and electronic)
						Demonstrate knowledge of the content and format of the health care document (paper and electronic)
						Demonstrate knowledge of standards and regulations related to health care documentation as set by such bodies as the Joint Commission on Accreditation of Health Care Organizations (JCAHO), the Health Care Financing Administration (HCFA), and the Health Insurance Portability and Accountability Act (HIPAA)
						Demonstrate understanding of the medicolegal aspects of the health care record (e.g. confidentiality, privacy) and the medical transcriptionist's role in risk management

						Demonstrate an understanding and application of ethics in the medical transcription profession
						Demonstrate an understanding of the value of continuing education in health care documentation and medicolegal issues as they relate to medical transcription

UNIT 6: PROFESSIONAL PRACTICE COMPETENCIES						
Outcomes: Upon completion of the unit, the student will be able to successfully demonstrate the ability to:						
A	B	C	D	F	N	Specific Competencies
						Accurately transcribe original health care dictation through the application of English language, medical terminology, and technology
						Demonstrate the ability to proofread and correct transcribed health care documents
						Recognize, evaluate and interpret inconsistencies, discrepancies, and inaccuracies in health care dictation and appropriately edit, revise, and clarify them while transcribing, without altering the meaning of the dictation or changing the author's style
						Meet progressively demanding medical transcription accuracy and productivity standards
						Demonstrate an awareness of the functions, operations, and dynamics of medical transcription work environments

Projects Required:

- (1) The student will keep an up-to-date work log and submit it at the end of the semester, calculating the total hours worked and total minutes of dictation transcribed, and signed by the preceptor. At least 180 hours are required at the site performing office work and transcription.
- (2) Acceptable performance on the job as noted on the program evaluation.
- (3) Successfully complete an exit exam and speed typing test with a passing grade.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

None

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.