Midland College
Summer 2008 Syllabus
MRMT 2433: Medical Transcription II
Instructor: Melinda Teel, BSHIM, RHIT, CCS

Hardware/Software Requirements: For information see Blackboard website at:
http://www.midland.edu/blackboard/web-requirements.html

The student is responsible to have reliable equipment and internet service provider for this course. The student must use Word documents (not WordPerfect) to submit reports.

Course Description: Online course that develops students’ production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

Prerequisites: HITT 1305, Anatomy and Physiology I and II (SCIT 1407 and 1408 OR BIOL 2401 and 2402), MRMT 1407 with grade minimum of 75% and typing speed of 60 words per minute.

Required Textbooks:

References:
1) Current Medical Dictionary: Stedman’s, Mosby’s, or Dorland’s dictionary.
2) English Dictionary
3) Current text for drugs: Suggested - Nurses’ Drug Reference
4) Laboratory Reference and Medical Speller

Course Goals/Objectives: The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

1. Transcribe medical reports using correct report format.
2. Understand the content and purpose of chart notes, history and physical examination reports, diagnostic imaging reports, procedure reports, operative reports, death summaries, discharge summaries, emergency department records, gamma knife radiosurgery consultations, radiation oncology consultations, letters, and consultations
3. Transcribe medical reports using correct capitalization, numbers, punctuation, abbreviations, symbols, and metric measurement rules.
4. Correctly spell both the English and medical terms and abbreviations presented in the dictations and textbook.
5. Produce correct and accurate medical transcription reports within the time constraints typical of the industry. Transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports
6. Develop proofreading and editing skills and apply them to transcription work, including speech recognized text, based on industry standards
7. Examine the job environment of medical transcription and demonstrate an ability to work effectively and efficiently with the tools of medical transcription, including productivity tools
8. Define and use appropriate parameters for editing, correcting, and amending the electronic patient medical record using industry-accepted standards and references
9. Understand the importance of patient record confidentiality and apply industry guidelines to keep medical documentation secure
10. Demonstrate critical thinking and decision-making skills.
11. Associate common drugs with a disease or treatment.
12. Utilize appropriate reference material.
Performance Objectives

1. The student using personal computer will have knowledge of word processing skills to complete medical dictation from the CD and from the web assignments showing proficiency in transcription.

2. The student will demonstrate medical transcription technique by hands on experience and practice in transcribing medical dictation and creating medical reports, i.e., history and physicals, chart notes, discharge summaries, and physician letters.

3. The student will exhibit professionalism in submission of work, formats, completion of assignments, and class participation using discussion boards located on the internet classroom site.

4. The student will choose appropriate word processing features. Performance will be satisfactory if the chosen feature is consistent with the appropriate format for that particular medical report or assignment.

5. Reference Books are required according to the syllabus. The internet may be used to located new drugs and procedures.

Instructor Contact Information
Name: Melinda Teel, BSHIM, RHIT, CCS
Office Phone: 432-685-5573
Office E-mail: mteel@midland.edu
Office Location: A33, Aaron Medical Science Building
Office Hours: Summer hours 9:00 – 11:30 Monday, and 1:00-4:00 Thursday

Required Course Resources
Medical Transcription: Techniques, Technologies, and Editing Skills, Third Edition
Dictations and Templates CD (provided with textbook)
Internet Resource Center, www.emcp.net/MedTrans3e
Foot pedal and player software, www.startstop.com/emcp
USB flash drive

Computer Time
Approximately eight to twelve hours per week of transcription time is required to be successful in this course. This includes reading, studying, completing assignments and typing transcription. Summer courses are shorter so more time is required per week.

Grading Policy and Evaluation
Final grades will be calculated as follows:
Average of all Online Chat Participation (through Discussion Board) 10%
Average of all Chapter Exercises/Speech Recognition 10%
Average of all Chapter Transcription 40%
Average of all Chapter Exams 20%
Using Terminology
Demonstrating Language Skills
Transcribing Professional Documents
Average of all Midterm and Final Exams 20%

All grades are based on a standard percentage and not curved.
A grade of 75% or better is required for proficient completion of this course.

91 > A
82 - 90 B
75 - 81 C
68 - 74 D
< 68     F

College and Course Policy Information
- This college conforms to the provisions of the Americans with Disabilities Act. You are invited to report any special needs to your instructor.
• We subscribe to the college policy on academic honesty found in the school catalog.

Proctors
Proctors must be designated by the second week of the course, or the 6th class day. It is the student’s responsibility to find an institutional instructor, testing center, or librarian to proctor the exam if they are not planning to come to the campus for exams. Approval of the course instructor must be given. Information about the proctor and a request to use this option must be submitted by the student by the 6th class day. Otherwise, students will be tested at the main Midland College campus. See Proctor Form, Attachment A below (2 pages).

The request should include the potential proctor’s name, job title, place of employment, day and evening phone number, and a statement provided by the proctor to follow all rules provided when giving the exam.

Student Contributions/Participation:
1. Each student will spend at least 8-12 hours per week reading chapters, completing dictation, proofreading, and preparing for exams.
2. Chapter reading should be done prior to attempting exercises. Though not all material from the text will be, or can be, covered in lecture or testing, the student will be held accountable for all material on a unit or final exam.
3. Participation in class using discussion boards is vital to the success of the student in passing this course.
4. Any questions or comments should be posted on the discussion board (unless they are personal - then send by email).
5. Students are strongly encouraged to seek help through the discussion board for information from students and the instructor.
6. Late assignments: Once the due date has expired the “View and Complete assignment” box will be unavailable. Late assignments are not accepted.
7. Late testing is not offered in this course. A zero shall be applied to the grade. If, extenuating circumstances arise, students may take exams earlier than the due date at the discretion of the instructor.
8. Testing philosophy: All tests are reviewed as a learning experience. Students who have completed all assignments in a timely manner may politely challenge the instructor on questions they felt were poorly worded. If the instructor concedes the argument, scores will be adjusted for the entire class.

Submission of Assignments:
A) Directions for submission of text exercises. Save “Exercises” in one document and save it using the following title XXch3.rft, but change the XX for your initials and type in the correct chapter for each submission. Assignments not submitted correctly may not be graded for credit.
Directions for submission of speech recognition files: Follow the directions on page 480 of your text.
B) All assignments are due on the due date unless prior arrangements have been made with the instructor. It is the responsibility of the student to have adequately working computer with the necessary software. Computer problems are not an excuse for late work. Find a friend or go to the library if you need to submit an assignment when computer problems occur. Also, it is suggested that students do not wait until the last minute to submit homework. Things happen unexpectedly, so make an effort to turn in your homework at least one day early.
C) Late assignments will not be accepted without prior approval by the instructor for extenuating circumstances.

Midland College Academic Policy: Cheating in this course will be cause for immediate dismissal and a grade of “F” will be entered in the grade book. Any situation regarding cheating will be reported to the Dean of Health Sciences and the Registrar. Below is information regarding the Midland College Scholastic Dishonesty and Academic Misconduct policy. For more information, see: http://www.midland.edu/admissions/images/mc_catalog_2007-2009.pdf

TO PRINT SCREEN:
1. First of all, make sure that you have a blank Word document open.
2. Hit “Print screen” when you have the grade report available on your screen. The print screen button is located at the top right on your keyboard.
3. Go to blank word document.
4. Click “Edit” on your toolbar.
5. Click “Paste”. Your grade report will be copied on the word document.
6. Save the word document as the name of the assignment and add your initials. Save this as a rich text file (.rtf). Example of Part 3 Activity 4 for Melinda Cheryl Teel would be saved as: P3A4-mct.rtf.

Course Ground Rules
This is an online class. It does not meet in a scheduled classroom or at a scheduled time. You DO have responsibilities regarding this course. You are expected to complete assignments by the scheduled dates and take your online tests at the appropriate times. Students are also expected to contribute to the conversations in Discussion Board as part of participation. This is the equivalency of discussions in class or asking questions, so you are encouraged to ask questions and answer questions posted each week.

If you are having problems with the course, it is your responsibility to notify me of the problems and keep me apprised of the situation. DO NOT WAIT until homework is past due if you are having problems understanding the technology of this course. It is my responsibility to keep you notified of any variation in the course materials, and to be available to answer your questions. This does not mean that I will be immediately available when you try to contact me. It means I will contact you as quickly as possible.

Contacting your instructor
The best way to contact me for assistance is through Discussion Board. However, if your question is personal in nature, use the e-mail within the Blackboard course to contact me. If you have questions, post your questions in the discussion board under “Questions to Instructor”. Your question may benefit other students as well, so it is important to make these available to everyone in the course. If your questions is personal in nature, then email me, but otherwise questions will be referred to the discussion board so that the entire class can benefit from the information.

Discussions
Review the Discussion questions carefully and the other student submissions for that question prior to entering your response. Try to maintain threads by using the Reply button rather than starting a new topic. Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other’s ideas. Participation in discussions comprises 20% of your overall grade for this course.

Students With Disabilities:
Midland College is committed to providing a discrimination free environment for all students. Students with disabilities are encouraged to inform the College of any assistance they may need. Please notify your instructor or Dale Williams, ADA Coordinator at (432-685-4500).

Syllabus Changes:
From time to time during the semester it may be necessary to make changes to the material in the course syllabus. Any necessary changes to the course syllabus will be sent to you by e-mail and posted within the online course material.

Computer Downtime:
The server on which MC's online courses are hosted will be occasionally unavailable due to upgrades and or maintenance. Regularly scheduled outages can occur, and there may also be unplanned downtime due to failures of one kind or another. If an unplanned outage occurs, you will receive notice through your student email account, and it is best to put the email you will check most often this semester. You will need to contact your instructor(s) directly to make accommodations should an unplanned outage prevent you from taking a quiz or submitting an assignment.

Editing Personal Information:
To change the email account listed on Blackboard, go to My MC Blackboard tab listed at the top left of your Blackboard screen. Go to “Personal Information”, and then “Edit Information”. You change your email address and add your contact information in case your instructor should need to contact you. By the way, this information will change for all your Blackboard courses.
**Distance Learning Test Proctoring Agreement**

*Student should complete this section:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student**

**Student ID #**

**Daytime Phone**

**Fax Number**
Testing Proctor should complete this section:

A student may be proctored through an exam by college or commercial testing center personnel, a college or local high school, a current credentialed RHIT or CCS not directly involved in supervisory or working atmosphere, or military education officer. Proctors should not have a conflict of interest, i.e. be a close personal friend, relative, supervised employee, etc. Students will be responsible for any costs associated with having their exams proctored.

<table>
<thead>
<tr>
<th>Proctor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Address</td>
<td></td>
</tr>
</tbody>
</table>

| E-Mail              |                                                                 |

**Proctor Agreement Statement**

As an exam proctor, I will proctor the agreed upon test for this Midland College student. Following contact from the instructor, I will carefully review all test instructions and certify that each test be administered in accordance with the guidelines given. Dates, times, and conditions for administering the exam will be coordinated in advance with the instructor.

I agree that all tests will remain confidential until administered to the student. Upon completion, the exam will be sent by fax or certified mail to the Testing Center at Midland College. I will file a copy of the exam until the end of the college semester. I have discussed any cost associated with proctoring the exam with the student.

<table>
<thead>
<tr>
<th>Proctor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
It is the student’s responsibility to complete this process.

1. Print Test Proctoring Agreement from your Midland College syllabus.

2. Complete the top portion of the Distance Learning Test Proctoring Agreement.

3. Complete the top portion of the Proctoring Agreement and have the proctor complete the remaining portion.

4. Ask the proctor to fax the Proctor Agreement to your instructor (Melinda Teel) at (432) 685-5575.

5. Tell the proctor that your instructor will be contacting them about the testing for this course.

6. Give a copy of your schedule to your proctor so that the proctor has the testing dates.

7. Call or email your instructor when you have completed steps 1-6.

8. Remind/Confirm with your proctor at least two days prior to the exam that the proctor is still available.

9. Call your Midland College Instructor immediately if you are unable to take the test because of problems with computerization.
Attachment B:

COURSE SCHEDULE: MRMT 2433 Medical Transcription II - Summer 2008

Due Date: May 27th
Chapter 1: Introduction to Transcription (due May 27)
1. Read "A Message from the Instructor" located in the Course Documents tab. Read your syllabus, and print this for your convenience. If your computer or the Blackboard system is down, you will still know what is assigned and have information to contact your instructor. You may also view the "Instructor Information" link.
2. Just for practice & 5 points, send a document with your name, address, and a brief note why you are taking this course and whether or not you have checked your personal information in Blackboard (email, phone, etc). Save this document and send it through Chapter 1 folder labeled "5 Points Attachment Assignment". I have to be sure I can open your documents.
3. Be sure your CDs work in your computer as soon as you receive them and be sure you have all of the above tools written at the top of this section to include your textbook and box of CDs. If you do not have all these items, please notify me or the bookstore immediately.
4. Use Mozilla or Netscape browser in order for you to view the power point presentations. You can also go to Microsoft Office PowerPoint Viewer in your search engine and download it on your computer, whichever works for you. There will be several power point presentations you must review for homework so be sure you can review the presentations.
5. Use Mozilla or Netscape for any testing. Internet Explorer, AOL, MSN, and Yahoo are not compatible with Blackboard and can "lock" up your test while attempting to take them.
6. Answer the discussion question using the link provided in the Chapter 1 folder.

Chapter 2: Medical Transcription & Technology (due May 27th)
Click the title above to view assignments.
Complete Exercises 2.1 through 2.11
Complete Discussion Board post.
Quiz A: Punctuation, Grammar, and Spelling, and Medicolegal

Due Date: May 31st
Chapter 3: Medical Terminology Review (due May 31st)
Read Chapter 3.
Complete exercises from your textbook: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, (omit 3.7) 3.8, 3.9, 3.10, 3.11, 3.12.
Additional Reading: RMT Review Guide: Ch 3 Abbreviations and Acronyms. Review the rules and documents for review. Note: There are more exercises for each chapter provided on the CD for practice. Remember, submit each chapter homework in one document. Save your document as XXch3.rtf, but replace the XX with your initials. Do not send in several documents or I will not grade it.

Ch 4: Perfecting Your Editing Skills
Read Chapter 4
Complete Exercises 4.1 through 4.6
Discussion Board
NOTE: Surgery and Laboratory Terms will be on the mid-term quiz. Review the Appendix 1 in the RMT textbook pages 315 - 329. Look over the sample questions in the textbook about lab values. Answers are provided at the end of each chapter.
Begin preparing for mid-term that will cover all questions from prior quizzes.
Quiz B: Grammar and Punctuation, Medicolegal and Technical.
Due Date: June 1st
EXAM 1: Chapters 1-4

Due Date: June 3rd
Appendix A and B
Read appendix A and B. Read these appendices carefully and make notes. You will need to know how to use these efficiently during the course. If you have questions, ask.

Ch 5: Dermatology (due June 3rd)
After reading the chapter, complete Exercises 5.1 through 5.6
Transcription exercises: Report 5.1, 5.2, 5.7, and 5.8
Discussion board post: Thinking like a Professional

Due Date: June 7th
Ch 6 &7: Ophthalmology and Otorhinolaryngology (June 7)
If you are wondering, there will be no reports or exercises due for Chapter 6 however, you do need to listen to the dictation and read the chapter since you will be responsible for the material.

For Chapter 7: Otorhinolaryngology, read the chapter and complete the following:
Exercises 7.1 through 7.6
Complete reports 7.1 and 7.8, and listen to 7.2 through 7.5 to train your ear to the terms for this chapter.
Appendix C documents.

Ch 8 Pulmonology (June 7)
Pulmonary
After reading chapter 8, complete the following exercises:
Ex 8.1 through 8.6
Reports 8.2, 8.3, 8.4, 8.8, 8.9. Listen (only) to report 8.5 and 8.6.
Additional Reading: Review Chapter 19, Pulmonary, in the RMT text.

Due Date: June 8th
EXAM 2: Chapters 1-7 (Parts 1 and 2)

Due Date: June 10th
Ch 9: Cardiology (due June 10th)
Read Chapter 9: Cardiology
Exercises: 9.1 through 9.6
Reports: 9.1, 9.2, 9.3, 9.7, 9.8,
Discussion Board: Thinking Like a Professional

Due Date: June 12th
Proctored Midterm Exam — Written 3:00-4:00 p.m./Dictation 4:00–6:00p.m.

Due Date: June 17th
Ch 10: Gastroenterology (6/17)
Read Chapter 10, Gastroenterology
Additional Reading: RMT Review Guide, Chapter 12, Gastroenterology
Complete the following Exercises: 10.1 through 10.6
Complete the Reports 10.1, 10.2, 10.3, 10.5, 10.6, and listen to 10.7, 10.8, 10.9 page)
Appendix C: Part II (continued on next page)
Discussion Board: Thinking Like A Professional, Ch 10.

Ch 11: Obstetric and Gynecology (6/17)
Read Chapter 11: OB/GYN
Additional Reading and Review: RMT Review Guide, Chapter 14 (Review all the chapter contents).
Exercises 11.1 through 11.6
Discussion Board: Thinking Like a Professional.

Ch 12: Urology and Nephrology (6/17)
Read Chapter 12: Urology and Nephrology
Complete Exercises 12.1 through 12.6
Complete Reports: 12.1, 12.2, 12.4, 12.5, and listen only to 12.3.
No discussion board required for this chapter.

Due Date: June 18th
EXAM 3: Chapters 1 – 10 (Parts 1 and 2)

Due Date: June 21st
Ch 13: Orthopedics (due 6/21)
Read Chapter 13: Orthopedics
Complete Exercises 13.1 through 13.6
Discussion Board: Thinking Like a Professional, Ch 13.

Ch 14: Neurology and Psychiatry (due 6/21)
Read Chapter 14.
Complete Exercises 14.1 through 14.6
Complete Reports 14.4, 14.5, and 14.7
Appendix C - Part III: Reports SR13 - SR 18.
No discussion board for this chapter 14 required.

Due Date: June 24th
Ch 15: Hematology-Oncology (due 6/24)
Read Chapter 15: Hematology-Oncology
Complete Exercises 15.1 through 15.6
Complete Reports: 15.2, 15.4, 15.5, and 15.6
Complete DB: Thinking Like a Professional

Ch 16: Immunology (due 6/24)
Read Chapter 16: Immunology
Additional Reading: RMT Review Guide, Ch 7 - Allergy, Immunology, and Rheumatology.
Complete Exercises 16.1 through 16.6
Discussion Board: Wrapping it Up.

Due Date: June 25th
EXAM 4: Chapters 1 – 12 (Parts 1 and 2)
Due Date: June 28th
Appendix D and E (due 6/28)
Appendix D: Endocrinology Job Simulation
Appendix E: Medical Transcriptionist Job Search

Due Date: July 3rd
PROCTORED FINAL EXAM – Written portion open 2:00 – 4:00.
Dictation portion open 3:00 – 6:00.
(If you have problems with these times, contact me to set up arrangements for an earlier date or time)