

Simply a Better Way to Learn!



S K I L L S U P G R A D I N G

Medical Transcription Level 1

Course Introduction

This 38 hour course introduces students to Medical Transcription. Emphasis is on the fundamental skills and knowledge that a student must master in preparation for medical transcription practice. Students work with a textbook, an accompanying CD-ROM, and/or a set of audiocassettes. For Level 1, students cover Chapters 1 to 5 inclusive of the textbook. Topics include medical transcription as a career, the different types of reports and their forms, proofreading, transcription equipment, and selected transcription guidelines. Near the end of the course students are introduced to the transcription process by placing them in the role of a medical transcriptionist working at a fictitious outpatient healthcare centre where they transcribe documents from a Family Practice clinic.

Course Prerequisite(s)

Students must have strong English skills (oral and written), and have successfully completed Learning Medical Language (MDL07E1)*, keyboarding courses to a speed competency of 45 wpm, and word processing courses to an advanced level.

Course Aim

In this introductory course, students learn the basic concepts of medical transcription with an emphasis on understanding and creating accurate medical documents.

Of Interest to

Those who are interested in a career as a Medical Office Assistant or Medical Secretary in a doctor's office, clinic or hospital or those individuals who are currently working in a family practice setting and are required to prepare medical records, reports, articles, case histories and correspondence from handwritten notes and machine dictation.

Course Competencies

Upon successful completion of this course, students will be able to:

- Understand the content and purpose of chart notes, history and physical examination reports, x-ray reports, procedure reports and consultations.
- Use reference resources.
- Transcribe medical reports for a family practice using correct report format and correct rules for capitalization, numbers, punctuation, abbreviations, symbols, and metric measurements.
- Correctly spell both the English and medical terms, as well as abbreviations, presented in the audio dictations and textbook (Chapters 1 to 5 inclusive).
- Proofread and edit medical documents for a family practice specialty.
- Demonstrate critical thinking and decision-making skills.

Course Content

Introduction to Medical Transcription

The use of the textbook and audio dictations, medical transcription's job description and attributes, and an overview of the transcription process.

Understanding Medical Documents

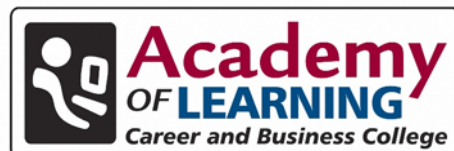
Medical reports, chart notes, history and physical examination reports, diagnostic imaging reports and letters, procedure reports, operative reports, consultation reports and letters, business and consultation letters, and using templates in medical transcription.

Proofreading

Proofreading process, guidelines for proofreading success, error analysis chart, and a basic English usage review.

Transcription Process

Learning to "hear" dictation, using reference materials, word search, the transcription process, preparing to transcribe (equipment, etc.), using the "pay for production" summary, audiocassettes and/or CD-ROM.



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Family Practice Transcription

Medical terminology and definitions, transcription tips, transcribing medical sentences, transcription exercises, proofreading and editing, error analysis, and calculating “pay for production”.

Note: Medical Transcription Level 1 provides a basic orientation to Medical Transcription in Family Practice only. Students are strongly encouraged to also complete Medical Transcription Level 2 (MDTR2E2), where they can continue to develop their transcription and proofreading skills by transcribing complete medical reports specific to various medical specialties. Completion of both Medical Transcription levels does not qualify the student as a Medical Transcriptionist.

Course Notes

Formal evaluation is accomplished by theory and practical examinations that are administered at the end of the course and weighted, based on 90% theory and 10% practical. The student must attain a minimum average of 75% to pass Level 1.

**** Note: Candidates who have extensive knowledge and experience relating to Medical Terminology may opt to challenge the Learning Medical Language exam, rather than completing this prerequisite course. The candidate must score a minimum of 75% on this final exam in order to achieve advanced standing.***

