

An online program utilizing the Internet to provide students with practical experience on the computer and keyboard while learning medical transcription.



Medical Transcription Syllabus

Program Outline

Program Orientation

In this module the student will be introduced to the medical transcription industry, medical transcription training program, and become oriented to the online program. A syllabus for each of the modules in the program is presented. Information for navigating, using the features and functions of the online program, and understanding tests and feedback is presented. Skills necessary to be a successful medical transcriptionist are outlined. A host of available resources is presented along with a detailed study guide designed to enable a successful learning experience.

Technology and The Medical Professional

The purpose of this module is to teach basic computer skills, including using hardware, software, peripherals, and wireless technology, utilizing the Internet as a resource, and operating various facilities for data storage and networking. The student will learn about the many software and hardware products available specifically developed for the healthcare environment.

Keyboard Kinetics

The purpose of this module is to teach the student keyboard basics—which fingers are supposed to touch which keys—and help the student gain efficiency on the keyboard. In other words, this module should help the student type faster!

Medical Word Building

The purpose of this module is to teach medical word building, including root words, combining forms, prefixes, and suffixes.

Grammar and Punctuation

This module is a refresher of basic English grammar and punctuation rules. The student will be able to recognize and identify proper usage and correctly punctuate sentences.

Anatomy and Disease

The purpose of this module is to introduce the student to basic human anatomical structures and the various diseases that affect them. The student will be introduced to disease entities, diagnoses, and treatments.

Pathophysiology

The purpose of this module is to familiarize the student with the major body systems—the digestive, respiratory, endocrine, reproductive, excretory, cardiovascular, nervous, and musculoskeletal systems—and the diseases associated with them.

Mastering Medical Language

The purpose of this module is to educate the student in the specialized vocabulary used by healthcare providers and to familiarize the student with a variety of nuances specific to medical language. Specifically, this module will cover word differentiation, abbreviations, plurals, foreign terms, and slang and jargon in medical language.

Pharmacology

The purpose of this module is to introduce the student to the science of pharmacology and to provide an overview of basic pharmacology, including drug actions and effects, absorption, distribution, metabolism and excretion, and drug classifications and formulary. This module also gives the student the opportunity to see and reference pharmaceutical terms in the context of medical reports with exposure to commonly prescribed drugs.

Building the Medical Record

The purpose of this module is to educate the student on how to build the medical record. Specifically, the module will cover report types, report components, formatting rules, and effective resources. The physical exam and laboratory data report components will be studied in detail in this module.

Diagnostic Reports

The purpose of this module is to expose the student to diagnostic reports. The student will take an in-depth look at emergency medicine, physical medicine, radiology, and pathology. Each unit will contain terminology, headings, exercises, and sample reports.

Focus on Medical Specialties

The purpose of this module is to introduce the student to the various types of reports transcribed as a medical transcriptionist and provide an opportunity to study reports in depth across every major medical specialty. This module will expose the student to specialty-specific information including terminology, abbreviations, types of reports, and document formatting through sample reports, varied exercises, targeted curriculum, and word lists.



Midterm

The purpose of this module is to provide an opportunity for self-assessment after completion of the objective modules and before moving on to the practical components of the training program.

Perfect the Text

The purpose of this module is to improve editing skills by reviewing related editing and proofreading problem areas, including commonly misspelled words, fragments and run-on sentences, punctuation, capitalization, incorrect words, and dictation that needs to be “cleaned up.”

Introduction to Transcription

The purpose of this module is to provide the student with the fundamentals of transcription, with tips and exercises designed to facilitate a smoother transition into the transcription practicum portion of the program. In addition, this module includes a brief preparatory transcription practicum in order to help the student gradually step into medical transcription.

Clinic Notes

The purpose of this module is to provide practical experience transcribing authentic clinic note dictation. This module includes a wide variety of clinic notes and progress notes across various specialties including, but not limited to, cardiology, dermatology, endocrinology, otorhinolaryngology, GI, GU, neurology, OB/GYN, oncology, ophthalmology, orthopedic, pediatrics, podiatry, primary care, and psychology.

Basic Acute Care

The purpose of this practicum module is to provide practical experience transcribing authentic acute care dictation files. This module includes basic hospital reports, including radiology, emergency room (ER), multispecialty clinic, discharge summaries, operative reports, procedure notes, consultations, and history and physicals, with account instructions to follow.

Enhancing Productivity

The purpose of this module is to provide information and exercises for tracking and improving productivity, along with tips for preparing to be productive on the job after graduation. This module also provides extensive descriptions of productivity tools, software commonly used in the medical transcription industry, and a 4-month free trial of a word expander software to be used in the training program.

Advanced Acute Care

The purpose of this practicum module is to expose the student to a wide sampling of account instructions and acute care files with a high level of difficulty. The module is broken down into an in-depth account instructions unit, verbatim instructions unit, radiology unit, complex account instructions unit, and an extremely advanced acute care unit. All dictation is authentic, and the full spectrum of dictator accents and dictation style is covered. The practicum files cover radiology reports, operative reports, consultations, history and physicals, ER reports, discharge summaries, procedure notes, and progress notes.

Approximate Unit Completion Hours

Program Orientation	1
Technology and the Medical Professional	10
Keyboard Kinetics	10
Medical Word Building	15
Grammar and Punctuation	20
Anatomy and Disease	25
Pathophysiology	20
Mastering Medical Language	5
Pharmacology	15
Building the Medical Record	10
Diagnostic Reports	20
Focus on Medical Specialties	30
Midterm	.5
Perfect The Text	25
Introduction to Transcription	20
Clinic Notes	130
Enhancing Productivity	3
Basic Acute Care	120
Advanced Acute Care	150
Final Exam Preparation	.5
Speech Recognition	10
TOTAL	640

Final Exam Preparation

The purpose of this module is to provide final exam information, including an overview of the final, tips for preparing for the final, scheduling the final, and accessing the final examination.

Speech Recognition

The purpose of this module is to educate the student regarding speech recognition technology's role in the health information management industry. This module addresses common myths associated with the emergence of SRT, the history of SRT, and how SRT works. This is a conceptual module designed to give the student a working understanding of the speech recognition engine and how medical transcriptionists and medical editors fit into SRT.

Grading

Throughout the course students are taught a concept and then a series of exercises and tests are provided to help evaluate the comprehension and understanding of the principles being taught. There are two types of automated grading used in the online course to help assess progress. One type is for very exact, precise answers. The other is for comparing large amounts of text that have too many correct possibilities for a computer to produce an effective exact result. Students should score at least 85% on every exercise and test. If a student does not meet the criteria, they are encouraged to work through the material again until this is achieved.

Included with the Academic Partnership is a set of management tools to accompany each college Administrator. These tools are used to track student progress in various ways as well as listen to and view transcription keys for any of the reports in the transcription practicum units.

Breakdown of Graduation Certificates

- Standard Graduation: 85% - 89% on both portions of the final exam
- Graduation with Honors: 90% - 94% on both portions of the final exam
- Graduation with High Honors: 95% - 100% on both portions of the final exam

Note: If a student is unsuccessful in passing the final exam within the three attempts, they will receive a Certificate of Participation, which is Career Step's acknowledgement that the student has taken the course, but was unable to meet the requirements for graduation.

Program Feature Summary

- Full access to the online medical transcription training course.
- Full set of Reference Books including Dorland's Illustrated Medical Dictionary, Saunder's Pharmaceutical Word Book, and Career Step's Medical/Surgical Word Book
- Foot pedal with software.
- Automatic grading and time tracking tools
- On-demand pronunciation of medical terminology.
- MP3 sound files for practice transcription.
- Experienced support staff available by toll-free phone, email, fax, or online.
- Online access to the Career Step chat room for participation in Career Step scheduled chat sessions and organized chats.
- Online access to the Career Step forum for access to course related questions and answers.
- Three free issues of the bimonthly newsletter Stepping Up, which provides up-to-date terminology and medication information, issues of style, technology and trend information, and other pertinent articles.
- Graduate Support Upgrade Option

