El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA   <u>**Health Information Technology**</u>

COURSE RUBRIC AND NUMBER   <u>**MRMT 2463**</u>

COURSE TITLE   <u>**Clinical-Medical**</u>
                                           <u>**Transcription/Transcriptionist II**</u>

COURSE CREDIT HOURS   <u>**4   0   :   16**</u>
                                           Credits   Lec   Lab

I.   Catalog Description

Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A grade of "C" or better is required in this course to take the next course. **Professional Practice Insurance required. (0:16).**

II.   Course Objectives

A.   Units 1-9

Upon satisfactory completion of these units, the student will be able to

1.   Transcribe reports dictated by actual doctors with varying facility with the English language: men and women, native English speakers and people with strong foreign accents, slow and clearly articulating speakers as well as rapid incoherent speakers,
2.   Transcribe all types of reports from different fields of medicine.

For each unit, the student will download and transcribe 25 reports. The transcribed reports will be submitted for comparison. A notebook for vocabulary and spelling will be maintained.

B.   Unit 10

Upon satisfactory completion of this unit, the student will be able to

1.   Compare and contrast different medical transcription work environments, to include:
     a.   Hospitals and specific hospital departments (including non-acute care facilities)
     b.   Physicians' offices
     c.   Clinics
     d.   Transcription services
     e.   Self-Employment

2.   Discuss pricing, contracts, and tax responsibilities for medical transcriptionists.

3.   Discuss specific employment goals and how to prepare for the workforce.

III.   THECB Learning Outcomes (WECM)

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IV.   Evaluation
Grading Scale

Average Grade	Letter Grade
93-100%	A
83-92%	B
75-82%	C

The student's grade in the course is determined by combining unit test scores with the final examination score in the following way:

Unit test score average: 50%
Final Examination: 50%

Anything below a C is considered failing due to the requirements of the Health Occupations programs.

Industry standards are very high. Companies are looking for graduates with an over-all average of 93% or better. Career Step does require a grade of 85% or better on the final examination.

V.   Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI.   6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

Revised by Discipline: Fall 2012 (next revision in 3 years)