

**El Paso Community College**  
**Syllabus**  
**Part II**  
**Official Course Description**

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|---------------------------------|---|
| <b>SUBJECT AREA</b>             | <u>Health Information Management</u>  |
| <b>COURSE RUBRIC AND NUMBER</b> | <u>MRMT 1307</u>  |
| <b>COURSE TITLE</b>             | <u>Medical Transcription I</u>  |
| <b>COURSE CREDIT HOURS</b>      | <u>3                    2                    3</u><br>Credits                    Lec                    Lab |

**I. Catalog Description**

Presents the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Develops speed and accuracy. A grade of "C" or better is required in this course to take the next course. (2:3).

**II. Objectives****A. Units 1-5**

Upon satisfactory completion of these units, the student will be able to transcribe authentic clinic note dictation. The student will be able to transcribe a wide variety of clinic notes and progress notes across various specialties.

For each unit, the student will download and transcribe a block of 60 reports. The transcribed reports will be submitted for comparison and the student will use the self-assessment guidelines to evaluate and catalog errors. A notebook for vocabulary and spelling will be maintained.

**III. THECB Learning Outcomes (WECM)**

1. Describe the importance of confidentiality and HIPAA in medical records.
2. Explain the purpose and content of medical records
3. Perform transcription of actual physician dictation with the aid of reference materials.
4. Edit documents.
5. Demonstrate increased speed and productivity.

**IV. Evaluation**

A. A unit grade for each unit will be assigned. To earn this grade, the student will submit a report from each unit. The report will be designated by the instructor. The report will be evaluated according to the rubric presented in Part 1 of this syllabus.

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

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

Grading Scale:

| <u>Numerical Grade</u> | <u>Letter Grade</u> |
|------------------------|---------------------|
| 93-100                 | A                   |
| 83-92                  | B                   |
| 75-82                  | C                   |

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

**V. Disability Statement (Americans 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.