

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

<b>SUBJECT AREA</b>	<u><b>Health Information Management</b></u>
<b>COURSE RUBRIC AND NUMBER</b>	<u><b>MRMT 2462</b></u>
<b>COURSE TITLE</b>	<u><b>Clinical-Medical Transcription/ Transcriptionist I</b></u>
<b>COURSE CREDIT HOURS</b>	<u><b>4                    0                    :                    18</b></u> <b>Credits                    Lec                    Lab</b>

**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. **(0:18). Professional Practice Insurance required.**

**II. Course Objectives****Units 1-6**

Upon satisfactory completion of these, the student will be able to transcribe reports from different medical specialties.

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.

**Unit 7**

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

1. "Clean up" dictation so that the resulting report is grammatically correct.
2. Proofread and edit entire documents for misspellings, run-on or fragmented sentences, punctuation errors, or misused words.
3. Compare and contrast different medical transcription work environments, to include:
  - a. Hospitals and specific hospital departments (including non-acute care facilities)
  - b. Clinics

**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**

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%

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.

**VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.