

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Health Information Management</u>
COURSE RUBRIC AND NUMBER	<u>MRMT 1370</u>
COURSE TITLE	<u>Introduction to Medical Transcription</u>
COURSE CREDIT HOURS	<u>3 3 :</u> Credits Lec Lab

I. Catalog Description

Introduces the field of medical transcription. Emphasizes English and style essentials, word processing basics, and efficiency exercises for medical transcriptionists. A grade of "C" or better is required in this course to take the next course. **(3:0)**.

II. Course Objectives

A. Unit I. Formatting.

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

1. apply the rules of style that govern the use of headings in medical reports,
2. recognize and apply word processing and formatting rules that deal with such specifications as type size, line length, and lines per page,
3. recognize and apply the rules governing the use of abbreviations for efficiency,
4. recognize and apply the rules governing the use of slang, special punctuation, dates, Arabic numbers, Roman numerals, ratios, and medication designations.

B. Unit II. Focus on Medical Specialties: Physical Examination, Laboratory Data, Cardiology

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

1. recognize the terminology and the structure of sentences in standard physical examination reports,
2. recognize the terminology and the structure of sentences in standard laboratory data reports,
3. recognize the terminology and the structure of sentences in standard cardiology reports.

C. Unit III. Focus on Medical Specialties: Dental, Otorhinolaryngology (Ear, Nose, and Throat), Emergency Room

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

1. recognize the terminology and the structure of sentences in standard dental reports,
2. recognize the terminology and the structure of sentences in standard otorhinolaryngology (ear, nose, and throat) reports,
3. recognize the terminology and the structure of sentences in standard emergency room reports.

D. Unit IV. Focus on Medical Specialties: Gastroenterology, Neurology, Obstetrics, Gynecology

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

1. recognize the terminology and the structure of sentences in standard gastroenterology reports,
2. recognize the terminology and the structure of sentences in standard neurology reports,
3. recognize the terminology and the structure of sentences in standard obstetrics and gynecology reports.

E. Unit V. Focus on Medical Specialties: Ophthalmology, Orthopedics, Pathology, Pediatrics

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

1. recognize the terminology and the structure of sentences in standard ophthalmology reports,
2. recognize the terminology and the structure of sentences in standard orthopedics reports,
3. recognize the terminology and the structure of sentences in standard pathology reports,
4. recognize the terminology and the structure of sentences in standard pediatrics reports.

F. Unit VI. Focus on Medical Specialties: Physical Medicine, Radiation Therapy, Radiology

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

1. recognize the terminology and the structure of sentences in standard physical medicine reports,
2. recognize the terminology and the structure of sentences in standard radiation therapy reports,
3. recognize the terminology and the structure of sentences in standard radiology reports.

G. Unit VII. Focus on Medical Specialties: Surgery, Urology

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

1. recognize the terminology and the structure of sentences in standard general surgery reports,
2. recognize the terminology and the structure of sentences in standard urology reports.

III. THECB Learning Outcomes (WECM)

Learning outcomes/objectives are determined by local occupational need and business and industry trends.

IV. Evaluation

A unit test will be administered at the completion of each unit in this course. 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%

<u>Grading Scale</u>	<u>Letter Grade</u>
Average Grade	
93-100%	A
83-92%	B
75-82%	C

Anything 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.