

AH 195 MEDICAL TRANSCRIPTION EXTERNSHIP SYLLABUS

CREDIT HOURS: 4 quarter credit hours

TEXT: There are no required texts in this practicum. However, students may refer to texts used during the program, procedure and/or policy manuals used by the health facility, as well as text and reference books of the health facility.

GRADING SCALE:

90 -100 A Met/exceeded standard in 90 - 100% of marked performance areas
(see attached evaluations)

80- 89 B Met/exceeded standard in 80 - 89% of marked performance areas

70- 79 C Met/exceeded standard in 70 -79% of marked performance areas

PREREQUISITE: Completion of transcription skill development laboratory course work. Maintain a satisfactory GPA or discretion of Dean of the College. Externships also are subject to department director/program coordinator approval.

DESCRIPTION OF COURSE: The extern will perform medical transcription as assigned by the on-site supervisor for a minimum of 160 clock hours without payment. Specific arrangements must be made with the department director and/or program coordinator during the quarter preceding the planned externship experience. The student must meet entry-level requirements to pass this course.

OBJECTIVES: The student will be able to:

1. Accurately follow the daily routines and the same schedule as an entry-level employee.
2. Apply their knowledge and skills in medical transcription under the direct supervision of health office personnel.
3. Complete their educational preparation for employment in a health care facility.
4. Perform all duties in a legal and ethical manner

This is a standardized syllabus for AH 195. All modifications will be made by the program director to maintain consistency.

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INSTRUCTIONAL METHODS: Instructional methods and materials will vary from facility to facility according to the type of specialty, size of facility, and geographic location. In all facilities, students are expected to participate in the general daily function of the facility under the direct supervision of facility personnel as if the student were a new entry-level employee.

ACADEMIC PROGRESS AND COMPETENCIES:

1. The student's progress is evaluated every 30 - 40 hours (approximately once every two weeks) by both the health facility and college faculty throughout the externship to determine that satisfactory progress is being made (See attached Interim Externship Performance Evaluation.). The results of these evaluations are shared with the student in a timely manner to offer encouragement, information, coaching, retraining and progress reports as the externship progresses.
2. The minimum requirement for satisfactory completion of each evaluation period prior to the final evaluation exists when the student has met the standard in 70% of the final evaluation areas completed by the health facility in which the externship was performed.

FINAL PERFORMANCE REQUIREMENT: The minimum requirement for satisfactory completion of the externship course exists when the student has met the standard in 70% of the final evaluation areas completed by the externship site supervisor.

Any student achieving evaluations below 70% will be required to repeat the externship in a different facility at the discretion of the department director/program director and the Dean of the College.

ATTENDANCE: All externship hours missed will be made up so that a minimum of 160 hours of attendance is achieved for the externship.

**MIDSTATE COLLEGE
 MEDICAL TRANSCRIPTIONIST INTERIM EXTERNSHIP
 PERFORMANCE EVALUATION and TIME SHEET**

STUDENT _____

FACILITY _____ PHONE (____) _____

FACILITY ADDRESS _____

ATTENDANCE: Keep this time sheet daily.								
DAY	DATE	HOURS				HOURS WORKED		
		START	END	START	END			
TOTAL		HOURS WORKED (up to 40 hours)						
INSTRUCTIONS: Mark only the skills and attributes that apply on the basis of: 1 = did not meet entry-level performance standard; 2 = met entry-level performance standard; 3 = exceeded entry-level performance standard								
PROFESSIONAL CHARACTERISTICS						1	2	3
1. Dependable, arrives on time, calls in prior to being absent.								
2. Maintains professionally acceptable appearance.								
3. Maintains positive attitude, shows initiative, interest, and a sincere desire to learn, accepts instruction/correction.								
4. Maintains confidentiality in all office activities.								
5. Communicates courteously and tactfully using good grammar, and is a good listener.								
6. Displays flexibility and versatility, willing to help others.								
7. Uses good work habits, common sense, asks for help when necessary.								
8. Works effectively with others demonstrating emotional stability, tolerance and remains clam in stressful situations.								

9. Pays attention to detail, makes few errors, corrects errors at appropriate point.			
10. Evaluates priorities and utilizes time effectively, well organized, completes work in a timely manner.			
11. Shows insight by anticipating problems and/or co-worker's needs.			

BUSINESS OFFICE SKILLS (Circle skill performed when several are listed. Write in those not listed.)	1	2	3
12. Maintains accurate filing system.			
13. Operates telephone system and converses effectively.			
14. Maintains medical records.			
15. Types/keyboards accurately.			
16. Uses a variety of office equipment and software effectively. (Computer, typewriter, copier, Fax)			
17. Prepares orders for office supplies			
18. Maintains business office equipment. (Replaces ribbon, adds toner and paper)			
19. Screens and processes incoming and outgoing mail.			

TRANSCRIPTION SKILLS	1	2	3
20. Spelling, grammar, and punctuation are accurate.			
21. Proofreads and edits transcribed material accurately.			
22. Uses reference materials effectively.			
23. Meets medical report and letter format standards.			
24. Correctly uses medical terminology.			
25. Demonstrates knowledge of surgical procedures and instruments, diagnostic test values, and medical equipment.			
26. Transcribes patient history and physical.			
27. Transcribes admission and discharge summaries.			
28. Transcribes progress notes, follow-up notes, chart notes.			
29. Transcribes radiology, laboratory, and therapy/treatment reports.			

COMMENTS

_____/_____/_____
 Facility Supervisor Signature Date

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**MIDSTATE COLLEGE
 MEDICAL TRANSCRIPTIONIST FINAL EXTERNSHIP
 PERFORMANCE EVALUATION**

STUDENT _____

FACILITY _____ PHONE (____) _____

FACILITY ADDRESS _____

This evaluation summarizes the overall performance and behavior of the medical transcription student during their experience in your office. Please make any comments that, in your opinion, would benefit the student.

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PROFESSIONAL CHARACTERISTICS	1	2	3
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19. Screens and processes incoming and outgoing mail.			

MEDICAL TRANSCRIPTION FINAL EVALUATION

TRANSCRIPTION SKILLS	1	2	3
20. Spelling, grammar, and punctuation are accurate.			
21. Proofreads and edits transcribed material accurately.			
22. Uses reference materials effectively.			
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24. Correctly uses medical terminology.			
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COMMENTS

Facility Supervisor Signature

Date

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