

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 (800) 251-4299**

**Summer 2013**

**Course:** HI 170 Medical Transcription II

**Credit:** 4 Quarter Hours      **Method of Delivery:** Hybrid

**Course Description:** This course provides hands-on transcription preparation using a systems approach. Areas covered include anatomy and physiology, human disease and surgical procedures, laboratory procedures, medical science, medical terminology, pharmacology, critical thinking skills, editing, proofreading and/or transcribing various types of medical documents including the H & P, Discharge Summary, Operation Record, Consultation Record, SOAP Note and Office Note. Professional issues regarding the AHDI organization as well as publications and certifications available will also be discussed. (Formerly AH 170 Medical Transcription II)

**Prerequisites:** HI 150 Medical Transcription I.

**Text(s) & Manual(s):**

1. Medical Transcription Fundamentals Where Success Takes Root (2009). Gilmore, Diane. Lippincott Williams & Wilkins; ISBN-13:978-0-7817-6497-1
2. H & P A Nonphysician's Guide to the Medical History and Physical Examination, 4<sup>th</sup> edition (2010) Dirckx, John. Health Professions Institute.
3. The Book of Style for Medical Transcription, 3<sup>rd</sup> edition (2008). AHDI. ISBN 978-0-935229-58-5.
4. Taber's Cyclopedic Medical Dictionary 21 (2009) by F.A. Davis Company. ISBN 0-8036-1559-5.
5. SUMS CD "Surgery Transcription Unit" by Health Professions Institute [www.hpisum.com](http://www.hpisum.com)
6. *The Surgical Word Book*, 3<sup>rd</sup> Edition; Tessier, Claudia. Elsevier Saunders Publications, 2004. ISBN#0-7216-0020-4.

**Materials needed for this course:** Transcriber with foot pedal (rental is available through the Midstate College Bookstore)

1. Transcriptionist's headset (Professional headsets must be purchased and are available in the Midstate College Bookstore). Headset must be compatible with speakers on computer.
2. Dictation CD (accompanies textbook) and SUM Program Surgery Unit CD available for rental in Midstate Bookstore for additional practice scenarios.
3. Electronic medical spell checker, Office XP
4. Foot pedal that is capable with USB port on computer.
5. Speakers, sound card and Microsoft PowerPoint (to view audio PowerPoint presentations).

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**Topics:**

1. Medical Fundamentals
2. Perspectives on Medical Transcription
3. Formatting medical reports utilizing AHDI (AAMT) guidelines.
4. Dermatology
5. Urology
6. Gastroenterology
7. Orthopedics
8. Cardiology
9. Pulmonary Medicine
10. Endocrinology
11. OB & GYN
12. Ophthalmology
13. Otorhinolaryngology
14. Neurology
15. Pharmacology

**Learning Objectives:** Upon completion of this course, the student will be able to:

1. Select and use the correct format for dictated material including letters, consultations, chart notes, history and physicals, discharge summaries, operative reports, and diagnostic studies.
2. Review medical terminology as well as anatomy and physiology corresponding to the various systems of the body.
3. Learn the importance in the role of the medical transcriptionist and the importance of maintaining a professional attitude with regards to handling legal documents.
4. Discuss the HIPPA recommendations regarding confidentiality when handling time sensitive documents and the role you play when generating an electronic medical record and your access to patient information.
5. Transcribe medical dictation utilizing accompanying text CD using an acceptable word processing program, a computerized medical spell checker, and other appropriate reference materials.
6. Proofread and edit the transcript to correct grammar, punctuation errors, and obvious medical inconsistencies.
7. Produce a final, neat, error-free transcript.
8. Increase transcription speed and productivity utilizing a timed methodology focusing on quality rather than quantity.
9. Perform competencies to meet the requirements of the instructor.

**Midstate Grading scale:**

- 90 - 100 A
- 80 - 89 B
- 70 - 79 C
- 60 - 69 D
- 0 - 59 F

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**Midstate Plagiarism Policy:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Instructor: Aaryn Jennings, BS**  
**Midstate email: [aljennings@midstate.edu](mailto:aljennings@midstate.edu)**

**Room/phone: Local (309)692.4092**  
**Toll Free: 800.251.4299**  
**Fax: 309.692.3893**  
**Office Hours: I am often online**  
**grading on Wed evenings and**  
**weekday mornings.**

**Participation Requirements:** Students are required make a discussion forum post, a journal entry each week, *plus* the weekly summary post. **Attendance is expected, not suggested.** Class is like having a job. Excessive absence will hurt your performance and your ability to pass this class. Excessive absence is 3 or more weeks of online classes.

The policy for eLearning is that course materials are available to students at noon each Monday and that students have until 7:59 a.m. Monday morning to complete the previous week's material. However, students are advised against waiting until the last minute or last day to submit their work for a variety of reasons. If you work on your eLearning course early in the week and experience computer problems, you have more time to find an alternate computer. Also, the discussion forums can be very beneficial learning tools in eLearning if utilized to their greatest potential. It is difficult to have an effective and meaningful "discussion" if nobody posts until the last minute.

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**Policies and Procedures:** All work is to be completed on time. While a week may seem like a lot of time, you will find your time being filled up very quickly doing all of the required readings, as well as homework assignments. Please make sure that you prioritize your time. There are several helpful hints in the front of your Medical Terminology text to assist you with this. If you are going to be absent for a prolonged period, and unable to participate in the discussion forum please let the instructor know immediately so that we can work together to keep you current with classroom assignments and such. You, the student, will have 1 week to make up the missed work without penalty. The grade will drop 10% for each week that the student delays in completing assigned material.

**Methods of evaluating student performance:**

1. Pretest = 0%
2. Homework; weekly assignments = 25%.
3. Class Participation/Discussion Forum = 20%.
4. Journal entries= 10%
5. Periodic Quizzes = 20%.
6. Final Exam = 20%.
7. Interview = 5%.

<b>DISCUSSION QUESTION GRADING GUIDELINES</b>	
Initial posting <ul style="list-style-type: none"> <li>• Answers the minimal requirements of the question without supporting evidence = 1 point</li> <li>• Minimal posting with supporting evidence = 2 points</li> <li>• Complete posting with supporting evidence = 3 points</li> </ul>	30 points
Correct spelling in postings for the week	20 points
Correct grammar in postings for the week	20 points
Total points per weekly discussion	100 points

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<b>WEEKLY SUMMARY GRADING GUIDELINES</b>	
<ul style="list-style-type: none"> <li>• Three complete paragraphs with supporting evidence = 4 points</li> <li>• Two paragraphs with supporting evidence = 3 points</li> <li>• One paragraph with supporting evidence = 2 points</li> <li>• Answers the minimal requirements of the question without supporting evidence = 1 point</li> <li>• No posting = no points</li> </ul>	40 points
Correct spelling in postings for the week <ul style="list-style-type: none"> <li>• No spelling errors = 3 points</li> <li>• 1 misspelled word = 2 points</li> <li>• 2-3 misspelled words = 1 point</li> <li>• More than 3 misspelled words = 0 points</li> </ul>	30 points
Correct grammar in postings for the week <ul style="list-style-type: none"> <li>• No grammar/mechanical errors = 3 points</li> <li>• 1 grammar/mechanical error = 2 points</li> <li>• 2-3 grammar/mechanical errors = 1 point</li> <li>• More than 3 misspelled words = 0 points</li> </ul>	30 points
Total points per weekly discussion	100 points

**JOURNAL ENTRY GUIDELINES:** While discussion forum and weekly summary posts will be evaluated for content as it pertains to the weekly question posted and/or learning objectives for the week (see above rubrics), grading of journal entries will be more flexible. This is your space to discuss your feelings about the class, things you may see in the media regarding the medical field, personal experiences that have helped you understand course content, feelings about your transcription homework for the week, etc. My goal is to keep a dialogue going and foster a feeling of community amongst members of this class.

**Instructor's Grading Scale:**

90-100	A	Met/exceeded the entry level standard in 90-100% of marked performance areas on the final evaluation
80-89	B	Met/exceeded the entry level standard in 80-89% of marked performance areas on the final evaluation
70-79	C*	Met/exceeded the entry level standard in 70-79% of marked performance areas on the final evaluation
60-69	D	Repeat course
0-59	F	Repeat course

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**Week-By-Week**

**Week 1**

Topics: Immunology

**Objectives:**

1. Present an overview of the function of the immune system.
2. Discuss the structures of the lymphatic system and the function of each.
3. Describe common diseases and disorders associated with the immune system and the treatment modalities related to each.
4. Describe common laboratory tests and diagnostic procedures used to analyze, detect, and treat immune disorders and conditions.

**Assignments:**

- Read Chapter 17 in Gilmore text.
- Complete review questions and chapter activities (pp 509-513). Submit as word document to homework box.
- Choose a report from the blue disk to transcribe. Submit to drop box.
- Visit AHDl website, see icon.
- Listen to audio lecture.
- Participate in threaded discussion. Topic(s): Discuss at least 1 current event regarding the profession of Medical Transcription using the ADHI website.
- Interview a practicing Medical Transcriptionist and answer the provided questionnaire as seen under week 1. You will discuss your findings in the discussion forum in week 3. Provide a 1 page summary of your findings in a word document submitted to the drop box by end of week 2. I am allowing a little extra time for this assignment as I understand you need to give some notice to whomever you are interviewing.
- Summary and journal entries.
- Pretest.
- **Meet on campus, May 23, 6 PM, room TBA.**

**Weekly Summary & Discussion:** Each week the student will submit a 2 to 3 paragraph summary that describes how the student accomplished the learning objectives upon completion of assignments and participation in the discussion forum. The weekly summary should be well thought out, paying close attention to grammar and spelling.

**Week 2**

Topics: Oncology.

**Objectives:**

1. Discuss the concept of cancer and cell structure.
2. Explain the genetic development of cancer.
3. Describe risk factors related to the development of cancer.
4. Discuss the systems used to grade and classify cancers according to their severity or metastasis (TNM).

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5. Describe common laboratory tests and diagnostic procedures used to analyze, detect, and diagnose cancer.
6. Describe common treatment modalities used to treat cancer.

**Assignments:**

- Read Chapter 18 in Gilmore text.
- Complete review questions and chapter activities (pp 541-543). Submit to drop box.
- Transcription Practice using SUM Surgery Unit CD (Plastic Surgery); reports #1, 2 and 11. Please include your name, the week#, and the report name (i.e., PS2) so I can accurately grade them.
- Listen to audio lecture.
- Participate in threaded discussion. Topic: Differentiate between a benign and a malignant tumor; list some treatment options for those diagnosed with a malignancy.
- Summary and journal entries.

**Weekly Summary & Discussion:** Each week the student will submit a 2 to 3 paragraph summary that describes how the student accomplished the learning objectives upon completion of assignments and participation in the discussion forum. The weekly summary should be well thought out, paying close attention to grammar and spelling. The content, as already mentioned, should focus on the learning objectives for that particular week.

**Week 3**

**Topics: Endocrinology.**

**Objectives:**

1. Identify the glands that make up the endocrine system, their locations in the body, and the hormones secreted by each.
2. Describe common diseases and disorders affecting the endocrine system.
3. Describe common laboratory tests and procedures used to analyze, detect, and diagnose endocrinologic disorders.

**Assignments:**

- Read Chapter 19 in Gilmore text.
- Complete chapter review questions and chapter activities (pp 565-569). Submit to drop box.
- Complete transcription practice using SUM CD Surgery Unit (Head & Neck Surgery); reports #2, 5 and 6. Submit as word documents to the homework drop box.
- Submit MT interview and discuss your interview with your peers in discussion forum.
- Discussion forum topics: Interview findings. Also, discuss your first time transcribing surgery reports.

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- Summary and journal.

**Weekly Summary:** Each student must submit a 2-3 paragraph entry to the summary forum describing how they have accomplished the learning objectives for each week by completing the aforementioned assignments and active participation in the weekly threaded discussion. Summary should be well thought out, watching for grammar and spelling errors, as well as content being appropriate to this week's discussion.

#### Week 4

Topics: **The Legal Medical Record**

#### Objectives:

1. Discuss report types and formatting according to the AHDI BOS.
2. Differentiate between acute care setting and outpatient setting turnaround times for documentation according to the Joint Commission.
3. Compare/contrast record privacy, security and integrity with regard to the electronic medical record.

#### Assignments:

- Read Chapters 1, 2 and 3 in the AHDI BOS.
- Listen to audio lecture.
- Participate in threaded discussion. Topic(s): Discuss the difference between acute care setting and outpatient setting turnaround times.
- Write 2 paragraph summary on how to maintain the privacy of an electronic medical record according to AHDI guidelines. Submit to homework box.
- No transcription reports this week.
- Summary and journal entries.
- Take quiz.

**Weekly Summary & Discussion:** Each week the student will submit a 2 to 3 paragraph summary that describes how the student accomplished the learning objectives upon completion of assignments and participation in the discussion forum. The weekly summary should be well thought out, paying close attention to grammar and spelling. The content, as already mentioned, should focus on the learning objectives for that particular week.

#### Week 5

Topics: **Cardiology/Hematology.**

#### Objectives:

1. Spell and define cardiology terms.
2. Identify and describe common cardiology and hematology drugs.
3. List common cardiology tests and procedures.
4. Describe the structure and function of cardiac system.
5. Transcribe a variety of reports specific to the cardiology/hematology systems.

**MIDSTATE COLLEGE**  
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**Assignments:**

- Review Chapter 10 and Chapter 11 in Gilmore text.
- Review Chapters 14 and 23 in AHDI BOS workbook “Cardiology” and “Pulmonary”.
- Listen to audio lecture.
- Participate in threaded discussion. Topic(s): What are the different heart sounds and how do we transcribe them?
- Transcribe practice using SUM CD (Cardiovascular & Thoracic Surgery); reports #1, 4, 11 and 12.
- Summary and journals.

**Weekly Summary:** Each student must submit a 2-3 paragraph entry to the summary forum describing how they have accomplished the learning objectives for each week by completing the aforementioned assignments and active participation in the weekly threaded discussion. Summary should be well thought out, watching for grammar and spelling errors, as well as content being appropriate to this week’s discussion. *Discuss medications used in the treatment of the pulmonary or cardiac system.*

**Week 6: Midterm Week**

Topics: Gastroenterology terms, anatomy and physiology, lab procedures and medications associated with this particular specialty.

**Objectives:**

1. Describe the structure and function of the gastrointestinal system.
2. Spell and define common gastrointestinal terms.
3. Describe common features of a physical examination of the GI system.
4. Identify common diseases of the GI system.
5. Identify drug terminology and chemical nomenclature as outlined by AHDI BOS.
6. Transcribe gastroenterology office note, discharge summary and preoperative note.

**Assignments:**

- Review Chapter 12 in Gilmore text.
- Review terminology on pp. 321-327 prior to transcribing.
- Listen to audio lecture.
- Participate in threaded discussion: Define diabetic gastroparesis and what treatment modalities are used for this ailment.
- Transcribe practice using SUM CD Surgery Unit; Gastrointestinal reports #1, 8, 12 and 13.
- Summary and journal.
- **Meet on campus June 27, 6 pm, room TBA.**

**Weekly Summary & Discussion:** Each week the student will submit a 2 to 3 paragraph summary that describes how the student accomplished the learning objectives upon

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completion of assignments and participation in the discussion forum. The weekly summary should be well thought out, paying close attention to grammar and spelling. The content, as already mentioned, should focus on the learning objectives for that particular week.

### Week 7

Topics: Urology system with regards to anatomy and physiology, common terminology, lab procedures, and medications common to these specialties.

#### Objectives:

1. Describe the structure and function of the nephrology system.
2. Spell and define common nephrology terms.
3. List common urology lab tests.
4. Identify and describe common urology drugs and their uses.

#### Assignments:

- Review Chapters 13 in Gilmore text (Urology).
- Review terminology on pp. 358-364 in Gilmore text.
- Listen to audio lecture.
- Participate in threaded discussion. Compare/contrast nephrolithiasis and ureterolithiasis.
- Transcribe practice using SUM CD Surgery Unit; Genitourinary reports #1, 8, 9 and 10.
- Summary and journal.

**Weekly Summary & Discussion:** Each week the student will submit a 2 to 3 paragraph summary that describes how the student accomplished the learning objectives upon completion of assignments and participation in the discussion forum. The weekly summary should be well thought out, paying close attention to grammar and spelling. The content, as already mentioned, should focus on the learning objectives for that particular week.

### Week 8

Topics: Obstetrics and Gynecology.

#### Objectives:

1. Describe the structure and function of the female reproductive system.
2. Spell and define common Ob/Gynecology terms.
3. Identify common diseases of the female reproductive system.
4. List common Obstetric and gynecologic lab tests and drugs and their uses.

#### Assignments:

- Review Chapter 14 in Gilmore text: Obstetrics/Gynecology.
- Complete Chapter 19 in AHDI BOS workbook.
- Listen to audio lecture.

**MIDSTATE COLLEGE**  
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- Week 8 assessment.
- Participate in threaded discussion. Topic: Transcribing OB reports.
- Transcribe Obstetrics/Gynecology SUM Surgery CD; reports #4, 5, 8 and 10.
- Summary and journal.

**Weekly Summary & Discussion:** Each week the student will submit a 2 to 3 paragraph summary that describes how the student accomplished the learning objectives upon completion of assignments and participation in the discussion forum. The weekly summary should be well thought out, paying close attention to grammar and spelling. The content, as already mentioned, should focus on the learning objectives for that particular week.

### Week 9

**Topics:** Orthopaedics; anatomy and physiology, physical examination findings, common diseases of musculoskeletal system, surgical procedures, laboratory tests and medications used in treatment plan.

### Objectives:

1. Describe the structure and function of the musculoskeletal system.
2. Spell and define common orthopedic terms.
3. Identify common diseases of the musculoskeletal system.
4. List common orthopaedic laboratory tests and procedures.
5. Identify and describe common orthopedic drugs and their uses.

### Assignments:

- Review Chapter 15 in Gilmore text.
- Complete Chapter 18 AHDI BOS workbook "Orthopedics, Neurology & Surgery".
- Listen to audio lecture.
- Participate in threaded discussion. Compare/contrast different types of common bone tumors.
- Transcribe the following SUM Surgery CD (Orthopaedic reports) #11, 13 and 14.
- Week 9 assessment.
- Summary and journal.

**Weekly Summary & Discussion:** Each week the student will submit a 2 to 3 paragraph summary that describes how the student accomplished the learning objectives upon completion of assignments and participation in the discussion forum. The weekly summary should be well thought out, paying close attention to grammar and spelling. The content, as already mentioned, should focus on the learning objectives for that particular week.

### Week 10

**Topics:** Neurology and psychiatry; anatomy and physiology, common terms, laboratory tests, and drugs used in treatment plan.

**MIDSTATE COLLEGE**  
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**Objectives:**

1. Describe the structure and function of the nervous system.
2. Spell and define common neurology and psychology terms.
3. Describe common features of a neurological and psychological examination.
4. List common neurologic laboratory tests and procedures.
5. Identify and describe common neurologic drugs and their uses.

**Assignments:**

- Review Chapter 16 in Gilmore text for Neurology.
- Read Chapter 22 in AHDI BOS.
- Listen to audio lecture.
- Participate in threaded discussion: The five axes of a psychiatric diagnosis.
- Transcribe the following using SUM Surgery Unit CD; Neurosurgery reports #1, 2, 3 and 6.
- Summary and journal.
- **Meet on campus for open lab July 25, 6pm, room TBA.**

**Weekly Summary & Discussion:** Each week the student will submit a 2 to 3 paragraph summary that describes how the student accomplished the learning objectives upon completion of assignments and participation in the discussion forum. The weekly summary should be well thought out, paying close attention to grammar and spelling. The content, as already mentioned, should focus on the learning objectives for that particular week.

**Week 11**

**Topics: HEENT**

**Objectives:**

1. Spell and define common HEENT terms.
2. Demonstrate knowledge of anatomical, medical, pharmacological, adjectival, and sound-a-like terms by accurately completing exercises in corresponding chapters.
3. Transcribe HEENT reports utilizing correct terminology and grammar.

**Assignments:**

- Review Chapters 8 and 9 in Gilmore text.
- Transcribe practice SUM Surgical CD (Head & Neck); reports #4, 9, 11 and 16.
- Complete instructor evaluation.
- Discussion forum: Accommodation/confrontation; direct versus indirect laryngoscopy.
- Summary and journal.

**Weekly Summary & Discussion:** Each week the student will submit a 2 to 3 paragraph summary that describes how the student accomplished the learning objectives upon completion of assignments and participation in the discussion forum. The weekly

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summary should be well thought out, paying close attention to grammar and spelling. The content, as already mentioned, should focus on the learning objectives for that particular week.

Week 12: **FINAL EXAM (cumulative; on line)**