

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

Summer 2019

Course: RR315 Medical Dictation

Credit: 4 Quarter Hours

Method of Delivery: eLearning arranged (eL arr)

Course Description:

This course places emphasis on accurately writing medical terminology on the Stenograph machine while utilizing realtime technology with special attention to the division and writing of medical prefixes, root words, and suffixes. Terminology from major areas of medicine will be stressed to include common terminology that does not consist of traditional word parts. Actual hospital records, doctors' reports, and medical testimony will be dictated.

Prerequisite: RR310 and HI105

Text(s) & Manual(s): Medical Q & A

ISBN: 0-938643-24-X

Author(s): Emanuel "Manny" Grodsky, CSR, CP, RPR

Publisher: Stenotype Educational Products, Inc.

Materials needed for this course:

Additional Supplies: Medical Reference Dictionary; student's personal theory dictionary

Hardware/Software and Equipment: Laptop with CAT software, realtime cables, and personal realtime dictionary

Topics: medical terminology and definitions, writing medical terms and word parts accurately and proficiently on the steno machine while writing realtime, medical briefs, and dictionary building.

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

1. read medical shorthand notes accurately and fluently.
2. apply conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. build personal realtime dictionary in regard to medical terminology and word parts.
5. define medical terms and word parts from major areas of medicine and body systems.
6. research and locate the correct spelling and definition of unfamiliar medical terms.
7. evaluate realtime writing of medical terms for dictionary building and writing improvement.

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Midstate Grading scale:

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

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

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 Turnitin 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

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use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Kathryn Dittmeier, CRI
Midstate email: kadittmeier@midstate.edu
Office phone: 309-692-4092 x 2200
Cell phone: 309-634-9374 (preferred)
Phone hours: 8 am – 8 pm Mon-Sat

Room: 220 (office)
Office hour(s):
Tuesdays 1:30 – 3:30 p.m.
Other days by appointment

Policies and Procedures:

1. Approximately four lessons per week will be covered in class as assigned by instructor.
2. Prior to writing a dictation, students will prep for dictation by researching proper outlines or briefs for terminology encountered.
3. Students must show evidence of writing by handing in steno notes and edited transcriptions.
4. A weekly realtime dictation will be given with the first-pass (no edit) transcript to be submitted.
5. Each week there will be on-line dictation of portions of weekly lessons.

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6. Medical word lists will be assigned at the discretion of the instructor to reinforce outlines already learned or to introduce new outlines and may be assigned as dictionary building exercises at the discretion of the instructor.
7. Medical realtime dictation tests will be given after completion of lessons 14, 29, and 40.
8. Major areas of medicine and body systems handouts will be covered along with related sentences and medical report dictations.
9. Medical terminology roots quizzes will be given Weeks 4, 7, and 11 from major areas of medicine and body systems handouts.
10. A comprehensive final of medical terminology words will be given after all lessons are covered.

Participation Requirements:

Students must participate in online discussion each week, which is also considered participation in the class. To receive full credit in this category, discussion posts must consist of two well-developed paragraphs. A discussion/participation grade will be recorded each week as follows: 2 discussion posts = A; 1 discussion post = C; 0 discussion posts = F. Content also influences the grade.

Examination Information:

All examinations will consist of material previously covered in the text. Lesson tests will not be made up unless there is a valid excuse and arrangements have been made with the instructor prior to the due date. Permission for make-up tests is at the discretion of the instructor.

Methods of evaluating student performance:

1. Discussion/Participation – 10% of final grade.
2. Transcriptions – 30% of final grade. All lessons will be assigned, written in realtime from the text, and transcribed utilizing a CAT (computer-aided transcription) software system. Students must add any lacking medical terms to main dictionaries and will have an opportunity for edit. There should be no errors. No transcriptions will be accepted late unless previous arrangements have been made at the discretion of the instructor. Featured words are worth 5 points.
3. Lesson Tests – 20% of final grade. Dictation tests will be given after completion of Lessons 14, 29, and 40 covering the material in previous chapters. They will be written in realtime, and students will **not** have an opportunity to edit. Featured words are worth 5 points each.
4. Final Examination – 20% of final grade. A comprehensive final will be given at the end of the quarter. This test (comprehensive medical terminology word list) will be dictated by

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the instructor and turned in immediately for grading without edit. Featured words are worth 5 points.

5. Weekly Assignments – 20% of final grade. A weekly realtime dictation will be dictated by the instructor weeks 2 through 11. These transcriptions will be written realtime and graded on word count, correct word translation, correct spelling, word usage, punctuation, and overall appearance. These transcriptions will be due immediately after writing. There will be no opportunity for edit. In addition, quizzes will be given covering medical terminology roots from major areas of medicine and body systems handouts Weeks 4, 7, and 11.

Instructor's Grading Scale:

Discussion/Participation	10%
Transcriptions	30%
Dictation Tests	20%
Final Examination	20%
Weekly Assignments	<u>20%</u>
(Realtime Dictations/MT Quizzes)	100%

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Course Outline

WEEK 1:

Topics:

Course Introduction, Introduction to Medical Dictation, and Introduction to Text Lessons

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Syllabus: print and read. It is in the "Introduction" area of your course site.
- Read and view information in Week 1 Lectures and Information area.
- Take Sample Test. If you have any questions about the procedure, contact your instructor.
- Take Pretest located in the Week 1 area. (50 medical words)
- Lesson 1 (instructions in course site in Week 1 area).
- Lesson 2 (instructions in course site in Week 1 area).
- Write and submit Week 1 Drill (Week 1 & 2 Medical Vocabulary words only).
- Post twice to Week 1 Discussion Question as assigned in the Week 1 Discussion Forum.

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WEEK 2:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 2 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 1
- Lesson 3 (instructions in course site)
- Lesson 4 (instructions in course site)
- Lesson 5 (instructions in course site)
- Lesson 6 (instructions in course site)
- Write and submit Week 2 Drill (Lessons excerpts)
- Take Realtime Quiz 1 (Lesson dictated will be given in the Week 2 Lecture).
- Post twice to Week 2 Discussion Question as assigned in the Week 2 Discussion Forum.

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WEEK 3:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 3 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 2
- Lesson 7 (instructions in course site)
- Lesson 8 (instructions in course site)
- Lesson 9 (instructions in course site)
- Lesson 10 (instructions in course site)
- Write and submit Week 3 Drill (Lessons excerpts).
- Take Realtime Quiz 2 (Lesson dictated will be given in the Week 3 Lecture).
- Post twice to Week 3 Discussion Question as assigned in the Week 3 Discussion Forum

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WEEK 4:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 4 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 3.
- Lesson 11 (instructions in course site)
- Lesson 12 (instructions in course site)
- Lesson 13 (instructions in course site)
- Lesson 14 (instructions in course site)
- Write and submit Week 4 Drill (Lessons excerpts).
- Take Realtime Quiz 3 (Lesson dictated will be given in the Week 4 Lecture).
- Take Medical (Roots) Terminology Quiz 1
- Post twice to Week 4 Discussion Question as assigned in the Week 4 Discussion Forum

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WEEK 5:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 5 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 4
- Print and practice sentences handouts (1 – 20 will be included in Week 5 Drill along with portions of a related medical report)
- Lesson 15 (instructions in course site)
- Lesson 16 (instructions in course site)
- Write and submit Week 5 Drill (Lessons excerpts and sentences 1 – 20 of handout and portions of a related medical report).
- Take Realtime Quiz 4 (Lesson dictated will be given in the Week 5 Lecture). **(continued)**
- Take Dictation Test 1
- Post twice to Week 5 Discussion Question as assigned in the Week 5 Discussion Forum

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WEEK 6:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 6 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 5
- Lesson 17 (instructions in course site)
- Lesson 18 (instructions in course site)
- Lesson 19 (instructions in course site)
- Lesson 20 (instructions in course site)
- Write and submit Week 6 Drill (Lessons excerpts).
- Take Realtime Quiz 5 (Lesson dictated will be given in the Week 6 Lecture).
- Post twice to Week 6 Discussion Question as assigned in the Week 6 Discussion Forum

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WEEK 7:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 7 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 6
- Lesson 21 (instructions in course site)
- Lesson 22 (instructions in course site)
- Lesson 23 (instructions in course site)
- Lesson 24 (instructions in course site)
- Write and submit Week 7 Drill (Lessons excerpts).
- Take Realtime Quiz 6 (Lesson dictated will be given in the Week 7 Lecture).
- Take Medical (Roots) Terminology Quiz 2
- Post twice to Week 7 Discussion Question as assigned in the Week 7 Discussion Forum

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WEEK 8:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 8 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 7
- Lesson 25 (instructions in course site)
- Lesson 26 (instructions in course site)
- Lesson 27 (instructions in course site)
- Lesson 28 (instructions in course site)
- Write and submit Week 8 Drill (Lessons excerpts).
- Take Realtime Quiz 7 (Lesson dictated will be given in the Week 8 Lecture).
- Post twice to Week 8 Discussion Question as assigned in the Week 8 Discussion Forum

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WEEK 9:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 9 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 8
- Lesson 29 (instructions in course site)
- Lesson 30 (instructions in course site)
- Lesson 31 (instructions in course site)
- Lesson 32 (instructions in course site)
- Write and submit Week 9 Drill (Lessons excerpts).
- Take Realtime Quiz 8 (Lesson dictated will be given in the Week 9 Lecture).
- Take Dictation Test 2.
- Post twice to Week 9 Discussion Question as assigned in the Week 9 Discussion Forum

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WEEK 10:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 10 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 9
- Lesson 33 (instructions in course site)
- Lesson 34 (instructions in course site)
- Lesson 35 (instructions in course site)
- Lesson 36 (instructions in course site)
- Write and submit Week 10 Drill (Lessons excerpts).
- Take Realtime Quiz 9 (Lesson dictated will be given in the Week 10 Lecture).
- Post twice to Week 10 Discussion Question as assigned in the Week 10 Discussion Forum

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WEEK 11:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 11 Lecture.
- Print and review word parts handout – Medicine Areas/Body Systems Handout 10
- Print and review sentences handouts for doctor's report included in Week 11 Lecture
- Lesson 37 (instructions in course site)
- Lesson 38 (instructions in course site)
- Lesson 39 (instructions in course site)
- Lesson 40 (instructions in course site)
- Write and submit Week 11 Drill (Lessons excerpts).
- Take Realtime Quiz 10 (Lesson dictated will be given in the Week 11 Lecture).
- Take Dictation Test 3.
- Post twice to Week 11 Discussion Question as assigned in the Week 11 Discussion Forum

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WEEK 12:

Topics:

Medical Dictation, Text Lessons, dictionary building, medical word parts, medicine areas, and body systems

Objectives:

1. read medical shorthand notes accurately and fluently.
2. use conflict-free theory principles proficiently to enable the student to form correctly-written medical terminology outlines when taking dictation
3. write medical terminology rapidly and accurately utilizing realtime technology.
4. test and build personal realtime dictionary in regard to medical terminology and word parts.
5. define commonly-used medical terms and word parts.
6. define medical word parts from major areas of medicine and body systems.
7. research and locate the correct spelling and definition of unfamiliar medical terms.
8. evaluate realtime writing of medical terms for dictionary building and writing improvement.

Assignments:

- Read Week 12 Lecture.
- Take Medical (Roots) Terminology Quiz 3.
- Take Final (Post Test).
- Post once to Week 12 Discussion Question as assigned in the Week 12 Discussion Forum
- **Make sure to complete online Course Evaluation for this class, if you haven't done so.**

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