

Minnesota State College Southeast

MEDS 1216: Healthcare Documentation I & II

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the transcription of dictated medical material into a variety of medical documents. Students will be able to describe the content and purpose of the various medical documents transcribed. Students will key challenging dictated medical reports while being introduced to all body systems and specialized procedures. (Prerequisites: MEDS1210 or concurrent, ADMS1417 or concurrent) (4 credits: 4 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 04/28/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Transcription of a variety of medical documents
2. Apply accurate spelling, grammar, and punctuation rules
3. Demonstrate thoroughness in proofreading skills
4. Develop speed and accuracy in keying

D. LEARNING OUTCOMES (General)

1. Coordinate listening and keying
2. Apply rules of spelling, punctuation, and grammar
3. Proofread transcribed materials
4. Utilize a variety of reference resources
5. Transcribe OB-GYN system reports
6. Transcribe Gastrointestinal system reports
7. Transcribe Cardiopulmonary system reports
8. Transcribe Integumentary system reports
9. Transcribe Psychology/Neurology system reports
10. Transcribe Nervous system reports
11. Transcribe Orthopedic/Endocrine system reports
12. Transcribe Vascular/Renal system reports
13. Transcribe Musculoskeletal system reports
14. Transcribe Respiratory system reports
15. Transcribe Skill-Building reports

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted