

# Minnesota State College Southeast

## MEDS 1220: Essentials of Healthcare Documentation

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 2

OJT Hours/Week: \*.\*

Prerequisites:

This course requires any of these three prerequisites

MEDS 1214 - Healthcare Documentation I

MEDS 1215 - Healthcare Documentation II

MEDS 1216 - Healthcare Documentation I & II

Corequisites: None

MnTC Goals: None

This course presents tasks as if the students were actually employed in a medical center. Students will rotate through various medical units. The text is organized so that the student progresses from a simple to a higher order of planning. Students will edit numerous dictated documents utilizing proper grammar and critical thinking skills. (Prerequisite: MEDS1214, MEDS1215, or MEDS1216) (3 credits: 2 lecture/1 lab)

**B. COURSE EFFECTIVE DATES:** 04/15/1999 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Introduction to the fundamentals of editing medical documents
2. Introduction to the mechanics and benefits of accurate documentation
3. Develop critical thinking skills and apply them when editing
4. Develop listening skills to apply when editing

#### **D. LEARNING OUTCOMES (General)**

1. Identify elements and formatting of correspondence reports
2. Edit a memorandum
3. Edit a cover letter
4. Edit a thank-you letter
5. Edit followup letters
6. Edit letters of reference
7. Identify elements and formatting of radiological reports
8. Edit CT scans
9. Edit MRI reports
10. Edit ultrasound reports
11. Edit bone marrow biopsies
12. Edit nuclear medicine reports
13. Identify elements and formatting of acute care reports
14. Edit multiple body system surgical reports
15. Edit multiple emergency department records
16. Identify elements and formatting of chronic care reports
17. Edit multiple followup reports
18. Edit multiple consultation reports
19. Edit multiple histories and physicals
20. Edit multiple clinic notes

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

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

This course was previously called Medical Keyboarding