Alexandria Technical and Community College

MEDS 2615: Advanced Document Editing and Scribing

A. COURSE DESCRIPTION

   Credits: 3
   Lecture Hours/Week: 1
   Lab Hours/Week: 4
   OJT Hours/Week: *.*

   Prerequisites:
   ADMN 1513 - Keyboarding/Word Processing Skills (Number of Years Valid: 5) AND MEDS 1620 - Medical Terminology I (Number of Years Valid: 5) AND MEDS 1615 - Document Fundamentals of Editing and Scribing (Number of Years Valid: 5)

   Corequisites: None
   MnTC Goals: None

   This course concentrates on the development of content, accuracy, and formatting of basic medical documents. This course teaches the foundations of editing and scribing medical reports in a number of medical specialties. Students gain experience with various accents and styles using several dictation sources, speech-recognized text, and scenarios. Primary emphasis is on editing chart notes, history and physical examination reports, consultation reports, and discharge summaries. There will also be many scenarios played out to be scribed in real time. Prerequisite: ADMN1513, MEDS1615, and MEDS1620.

B. COURSE EFFECTIVE DATES: 08/22/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

   1. Explore additional medical transcription skills, principles, tools, and technology.
   2. Explore additional of editing and scribing careers.
   3. Electronic communications and security.
   4. Explore additional of grammar and editing skills.
   5. Format and edit all major medical document types: history and physical examination, consultations, operative reports, discharge summaries, radiology & pathology reports.
   6. Prepare, format, and edit medical documents from audio dictation, speech-recognized text, and real time scenarios for major specialties.

D. LEARNING OUTCOMES (General)

   1. The learner will be able to apply general and medical transcription guidelines to the creation and editing of medical documents from simulated medical dictation.
   2. The learner will be able to format, transcribe, and edit basic medical documents from a simulation.
   3. The learner will be able to format and transcribe accurate and timely documents from industry quality medical dictation and real time scenarios.

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

   None

F. LEARNER OUTCOMES ASSESSMENT

   As noted on course syllabus
G. SPECIAL INFORMATION

None noted