A. COURSE DESCRIPTION
   Credits: 3
   Lecture Hours/Week: 2
   Lab Hours/Week: 1
   OJT Hours/Week: *
   Prerequisites:
   This course requires the following prerequisite
   ADMN 1513 - Keyboarding/Word Processing Skills (Number of Years Valid: 5)
   Corequisites: None
   MnTC Goals: None
   This course presents documentation standards as applied to both manual and electronic health care
   records. Medical document editing techniques are emphasized while reviewing medical communication
   guidelines, proofreading, and formatting rules. This course introduces medical scribing as a career along
   with scribing techniques. Pre/Corequisite: ADMN1513 and MEDS1620.

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

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Explore medical editing and scribing careers and the changing nature of the work environment.
   2. Differentiate between traditional medical documentation techniques and the requirements of
      electronic medical records as applied to transcription, editing, and scribing.
   3. Utilize hardware, software, references, and other resources to prepare documentation.
   4. Apply industry standards for grammar, punctuation, number, and symbol rules to medical
      documentation.
   5. Identify acceptable versus dangerous abbreviation usage.
   6. Demonstrate knowledge of proofreading accuracy standards.
   7. Format and edit a variety of standard medical chart documents.

D. LEARNING OUTCOMES (General)
   1. The learner will understand the scope, equipment, and skills required for electronic medical
      documentation.
   2. The learner will be able to apply standard grammar and punctuation rules in the production of
      medical documents.
   3. The learner will be able to apply formatting to routine medical documents.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted