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 record
   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