

Minnesota State College Southeast

MEDS 1214: Healthcare Documentation I

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers transcription of dictated medical material into a variety of usable medical documents. Students will be able to describe the content and purpose of the various medical documents transcribed. (Prerequisites: ADMS1417, MEDS1210 or concurrent) (2 credits: 2 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 09/11/2000 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Transcription of a variety of medical documents
2. Accurate spelling
3. Proofreading skills
4. Grammar and punctuation utilization

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

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted