

Minnesota State College Southeast

MEDS 1215: Healthcare Documentation II

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is a continuation of Medical Transcription I. Students will enhance and strengthen transcription skills while keying more challenging dictated medical documents. It is designed to further improve transcription skills by providing students exposure to additional body systems and specialized procedures. (Prerequisites: ADMS1417, MEDS1210, MEDS1214 or concurrent) (2 credits: 2 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 09/12/2000 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Improve ability to transcribe a variety of medical reports
2. Apply accurate spelling, grammar, and punctuation rules
3. Demonstrate thoroughness in proofreading skills
4. Continue to develop speed and accuracy in keying

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 Orthopedic/Endocrine system reports
6. Transcribe Vascular/Renal system reports
7. Transcribe Musculoskeletal system reports
8. Transcribe Respiratory system reports
9. Transcribe Skill-Building reports
10. Transcribe Quali-Care 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