

COURSE INFORMATION

Course Number:	AOT 212
Course Title:	Medical Document Production
Lec Hours/Week:	3.0
Lab Hours/Week:	0
Credit Hours:	3.0

DL ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION

COURSE DESCRIPTION

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

COURSE COMPETENCIES

The following competencies are required in each of the five modules.

- Select and use appropriate general and specialty reference materials.
- Transcribe authentic medical dictation requiring concentration and listening skills.
- Edit medical reports to conform to AAMT style guidelines.
- Proofread and correct transcripts to produce error-free documents.
- Transcribe medical terms correctly according to the content and purpose of the dictation.

Module #1

- Apply dermatology, ophthalmology, and otorhinolaryngology terms correctly according to the content and purpose of the dictation.
- Key dermatology office notes, letters, and reports of varying complexity and format.

Module #2

- Apply pulmonology, cardiology, and gastroenterology terms correctly according to the content and purpose of the dictation.
- Transcribe physical examination, discharge summary, and radiology, pathology, and sigmoidoscopy reports.

Module #3

- Apply obstetrics, gynecology, urology, and nephrology terms correctly according to the content and purpose of the dictation.
- Transcribe labor and delivery and history and physical reports.

Module #4

- Apply orthopedic and neurology terms correctly according to the content and purpose of the dictation.
- Transcribe emergency room notes, discharge summary, and radiology reports

Module #5

- Apply hematology, oncology, immunology terms correctly according to the content and purpose of the dictation.
- Transcribe chart summary, outpatient visit, and pathology and autopsy reports.

COURSE REQUIREMENTS

All students are responsible for attaining competencies through completion of the following course requirements:

- Timed writings
- Completing assignments
- Correctly spelling, pronouncing, and defining medical terms
- Transcribing medical dictation in correct format

Academic Integrity

The policies stated in the York Technical College Catalog and Handbook will be enforced. "The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action."

Attendance

The attendance policy as stated in the York Technical College Catalog and Handbook will be enforced. Attendance is required on test days unless the student has a doctor's excuse, death notice, etc., indicating an unusual circumstance for the absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

EVALUATION STRATEGIES/GRADING

- Medical document transcription is transcribed on a daily basis. The student will complete all of the documents for each module, and the instructor will choose one document from each specialty to grade. Each error counts off 2 points from a 100-point basis.
- Medical terminology quizzes will be given on each specialty. Each test will consist of 20 terms. Each error counts off 5 points from a 100-point basis.
- Each module counts 20 percent of the grade. The average of the five modules constitutes the final grade. An overall grade of 70 is required.
- Type at least 40 words per minute with 97 percent accuracy.

Module #1		Grade
Dermatology quiz	15%	
Ophthalmology quiz	15%	
Otorhinolaryngology quiz	15%	
Dermatology transcription	15%	
Ophthalmology transcription	15%	
Otorhinolaryngology transcription	15%	
Timed Writing	10%	
Module Average (20% of Final Grade)		
Module #2		
Pulmonology quiz	15%	
Cardiology quiz	15%	
Gastroenterology quiz	15%	
Pulmonology transcription	15%	
Cardiology transcription	15%	
Gastroenterology transcription	15%	
Timed Writing	10%	
Module Average (20% of Final Grade)		

Module #3		
Obstetrics and Gynecology quiz	15%	
Urology and Nephrology quiz	15%	
Obstetrics and Gynecology transcription	30%	
Urology and Nephrology transcription	30%	
Timed Writing	10%	
Module Average (20% of Final Grade)		
Module #4		
Orthopedics quiz	15%	
Neurology quiz	15%	
Orthopedics transcription	30%	
Neurology transcription	30%	
Timed Writing	10%	
Module Average (20% of Final Grade)		
Module #5		
Hematology-Oncology quiz	15%	
Immunology quiz	15%	
Hematology-Oncology transcription	30%	
Immunology transcription	30%	
Timed Writing	10%	
Module Average (20% of Final Grade)		
Final Grade		

PREREQUISITES

AOT 110 or OST 210 and AOT 134—Minimum grade of C;
 Recommended: AHS 102

Effective: FA2006