



El Camino College
COURSE OUTLINE OF RECORD – Official

Subject:	ALH
Course Number:	501
Descriptive Title:	Medical Transcription
Division:	Health Sciences and Athletics
Department:	Allied Health
Course Disciplines:	Health Care Ancillaries
Catalog Description:	This noncredit course provides instruction in medical transcribing to prepare students for successful employment in a medical office, hospital, related health occupations, or for starting an in-home transcribing business. Students learn Greek and Latin word parts and abbreviations commonly used in medical terminology. Emphasis is placed on correct capitalization, punctuation, and spelling as it relates to medical terminology.
Prerequisite:	None
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	3
Hours Laboratory (per week):	0
Outside Study Hours:	6
Total Course Hours:	54
Course Units:	0
Grading Method:	Pass/No Pass/SP
Credit Status:	Non Credit
Transfer CSU:	No
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education ECC:	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	

Other:	
Student Learning Outcomes:	<p>SLO #1 Naming Reference Materials</p> <p>Name at least four reference materials available to the medical transcriptionist for clarifying unfamiliar medical terminology.</p> <p>SLO #2 Capitalization of Words</p> <p>Demonstrate the ability to capitalize words accurately from copy prepared in lowercase letters.</p> <p>SLO #3 Proper Punctuation</p> <p>Demonstrate the ability to use proper punctuation marks on an unpunctuated copy.</p>
Course Objectives:	<ol style="list-style-type: none"> 1. Transcribe and correctly format physician's notes utilizing a word processing program, with correct spelling and use of medical terminology in context. 2. Use various current reference materials, including a medical dictionary, tutorials, physician's desk reference, industry periodicals, and available computer-on-line resources. 3. Use Greek and Latin prefixes, suffixes, word roots, and combining forms to build medical words. 4. Transcribe standard medical abbreviations and symbols. 5. Demonstrate appropriate medical office procedures by participating in relevant individual or group activities.
Major Topics:	<p>I. Introduction to Medical Transcription (2 hours, lecture)</p> <ul style="list-style-type: none"> A. History and importance of medical records B. Transcription as a career C. Required skills and certification <p>II. Equipment (6 hours, lecture)</p> <ul style="list-style-type: none"> A. Computers, and other equipment for medical transcription B. Transcription/dictation machines and tapes C. Computer software <p>III. Punctuation Skill Development (5 hours, lecture)</p> <ul style="list-style-type: none"> A. 14 common punctuation marks B. Punctuation marks with rules and examples <p>IV. Capitalization Skill Development (5 hours, lecture)</p>

- A. 5 rules of capitalization
- B. Exceptions to capitalization
- V. Proofreading and Making Corrections (6 hours, lecture)**
- A. Accuracy and common errors
- B. Formal proofreader's marks
- C. Legal Corrections
- VI. Spelling and Use of Reference Materials (6 hours, lecture)**
- A. Reference sources
 - 1. Medical dictionaries and various word books
 - 2. Physician's Desk Reference and American Drug Index
- B. Spelling pretest
- C. Spelling rules
- D. Commonly misspelled words
- VII. Medical Chart Notes (6 hours, lecture)**
- A. Types and formats
- VIII. Medical Abbreviations and Symbols (6 hours, lecture)**
- A. Anatomy
- B. Vital signs
- IX. Body Systems (6 hours, lecture)**
- A. Functions
- B. Common disorders
- X. Greek and Latin in Medical Terms (6 hours, lecture)**
- A. Prefixes
- B. Roots
- C. Suffixes

Total Lecture Hours: 54

Total Laboratory Hours:	0
Total Hours:	54
Primary Method of Evaluation:	3) Skills demonstration
Typical Assignment Using Primary Method of Evaluation:	Write 20 medical abbreviations and the words they represent.
Critical Thinking Assignment 1:	Use your knowledge of Greek and Latin prefixes, roots, and suffixes, write what each of the 10 medical terms means in English. 1. cyanosis 2. intercostal 3. hypocalcemia 4. adduction 5. abduction 6. dysplasia 7. hypertonic 8. sublingual 9. polycystic 10. pericardiocentesis
Critical Thinking Assignment 2:	State at least five sets of medical terms that are commonly misspelled and misinterpreted because they are similar in spelling and/or pronunciation. An example of a set is anuresis and enuresis .
Other Evaluation Methods:	Completion, Homework Problems, Matching Items, Multiple Choice, Objective Exam, Performance Exams, Quizzes
If Other:	
Instructional Methods:	Demonstration, Discussion, Lecture, Multimedia presentations, Role play/simulation
If other:	
Work Outside of Class:	Answer questions, Problem solving activity, Required reading, Skill practice, Study
If Other:	
Up-To-Date Representative Textbooks:	Diehl, Marcy. <i>Medical Transcription: Techniques and Procedures</i> , 7th edition. Saunders. 2012. (Discipline Standard)
Alternative Textbooks:	

Required Supplementary Readings:	
Other Required Materials:	
Requisite	
Category	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching skill(s): Bold the requisite skill(s). if applicable	
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Requisite Skill:	
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). if applicable	
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Matthew Kline
Date:	03/23/2023
Original Board Approval Date:	05/23/2023 effective SP 2024