SECTION HEADING

ADSM 1190: Healthcare Documentation

Description

Healthcare Documentation introduces medical formatting and transcription skills for medical documentation. Dictation is transcribed from various specialties. The basics of voice technology will be explored. Emphasis will be in developing and improving editing and proof reading skills.

Credits

4

Prerequisite

None

Corequisite

None

Topics to be Covered

1. Rules of transcribing abbreviations, classifications, laboratory data and values, medications, numbers, symbols, units of measure, and medical homonyms.

2. Transcription and editing of healthcare documentation

3. Usage of reference materials

4. Voice recognition, processing and terminology

5. Transcription techniques.

Learning Outcomes

1. Apply grammatical, abbreviation, symbols, and capitalization rules.

2. Utilize various English and medical reference resources.

3. Apply transcription and editing rules for healthcare documentation.

4. Identify and apply rules for medical abbreviations.

5. Identify and apply rules for transcribing medical classifications.

6. Identify and apply rules for expressing laboratory data and values.

7. Identify and apply rules for expressing medications.

8. Identify and apply rules for expressing units of measure.

9. Identify and apply rules for medical homonyms.

10. Identify and apply rules for number usage.

11. Identify generic and brand name medications.

12. Understand voice recognition, processing and terminology.

Credit Details

Lecture: 3

Lab: 1

OJT: 0

MnTC Goal Area(s): None