
Medical Machine Transcription 1 - BOT 2523

SPRING 2017

COURSE INFORMATION	
TITLE:	Medical Machine Transcription 1
COURSE ID:	BOT 2523 H2AA
PREREQUISITES:	Document Formatting & Production (BOT 1113), Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623)

INSTRUCTOR INFORMATION	
NAME:	Mrs. Orbra H. Porter
TELEPHONE:	601-260-2586
EMAIL:	orbra.porter@hindsc.edu
OFFICE HOURS:	Monday from 4:00pm to 6:00pm, or as scheduled.

COURSE DESCRIPTION
This course is designed to teach transcription of various medical documents.
OBJECTIVES
<ol style="list-style-type: none">1. Demonstrate proper and effective use of transcription equipment.<ol style="list-style-type: none">a. Perform safe and hygienic operation of equipment.b. Acquire proper techniques for the use of transcription equipment.c. Transcribe medical reports accurately and expediently from various medical specialties.<ol style="list-style-type: none">(1) Apply medical terminology and spell medical term correctly.(2) Recognize spoken medical terms and categories.(3) Employ proper techniques for using medical resource materials.(4) Transcribe medical reports dictated by doctors with foreign accents.d. Select and use appropriate references<ol style="list-style-type: none">(1) Use hard copy resources to include medical dictionaries and pharmacology references.(2) Use electronic resources to include medical terminology software, audio, videocassettes, and CD-ROM.

REQUIRED MATERIALS

1. Textbook – [Hillcrest Medical Center: Beginning Medical Transcription & Dictation – 7th Edition](#) by Patricia Ireland and Carolyn Stein. ©2011, published by Delmar/Cengage Learning. ISBN 1111617139. The bookstore “bundle” should include a second CD with the dictation files.
2. *Microsoft Office 2013* must be available on your computer (the software can be downloaded from your My.Hinds student login).
3. **Express Scribe** – software used to play audio files; downloaded FREE from NCH Software.

GRADING POLICIES AND EVALUATION

You will be evaluated based on your combined performance of assignments, transcription tests, mid-term exam, and final exam. Your success will depend on your consistency with proper allocated study time, actual typing skills with accuracy, and completion of all assignments, in a timely manner.

Grades will be based on the following:

Assignments	20%
Case Study Transcriptions	30%
Transcription Tests and Proctored Mid-Term Exam	30%
Final Exam (Proctored)	20%

Grading Scale

Letter Grade	Scale	Rating
A	90 - 100	Very good
B	80 - 89	Good
C	70 - 79	Average
D	60 - 69	Poor
F	Below 60	Failure

STUDENT SUPPORT SERVICES

Official Hinds CC Notice of Non-discrimination Statement:

Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President for the Utica and Vicksburg-Warren Campuses and Administrative Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7002.

Official Hinds CC Disability Support Services Statement:

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campuses to establish a plan for reasonable, appropriate classroom accommodations.

Rankin Campus Carol McLaurin 601.936.5544
Raymond Campus Mark Palmer 601.857.3646
Jackson Campus-ATC Dr. LaToya Reed 601.987.8148
Jackson Campus-NAHC Cooper McCachren 601.376.4803
Utica Campus Sylvia Walker 601.885.7043
Vicksburg-Warren Campus Raina Deer 601.629.6807

MS-CPAS

All BOT students who plan to graduate from this program are required to take the Mississippi Career and Planning and Assessment System (MS-CPAS) Exit Exam. This exam combines assessments measuring academic attainment and technical skills and is used for one of the accountability measures for the BOT program. The technical skills assessments are measures to completers at the postsecondary levels and are used to ensure the quality of educational programs and to maximize student achievement. The CPAS is *required* of Business and Office Technology (BOT) students who plan to graduate with Associate in Applied Science degree. This exam is scheduled three times a year, spring, fall, and summer. Please notify Mrs. Perry as soon as possible if you plan to graduate *this* semester in one of the BOT options offered on the Rankin Campus. This test is mandatory.

INSTRUCTIONAL METHODS

1. This course will be delivered entirely through **CANVAS**. Instructions and grades are given in the appropriate links on the Dashboard.
2. Assignments will be given each week with the due date and time for submission.
3. Failure to submit ALL assigned and completed work by due date and time will result in a recorded absence for the week.
4. Transcription Tests will be assigned to evaluate student's performance and in preparation for Mid-Term and Final Exams.
5. Two Proctored EXAMS are required for this class and will be administered at Mid-Term and as Final Exam. It is recommended that you register EARLY for these exams using SmarterProctoring.
6. Additional resources will be made available to enhance student learning but will not be integrated into the Canvas grades.

ATTENDANCE AND WITHDRAWAL

Class attendance is based on the submission of work as **assigned and completed** for the week. An absence is recorded for the week when **ALL** assignments are not submitted by the required date/time unless the instructor pre-approves the late submission. In CANVAS, see the **Introduction Module** for details that apply to **ALL students** (Hinds and Non-Hinds students) in this class. Pay special attention to the Attendance Policy and Academic Honesty Policy. Do not hesitate to contact the Instructor if you need clarity on any of the given policies and procedures, as related to Hinds or Non-Hinds students.

STRUCTURED ACCESS POLICY (Communication Policy)

Email is the preferred mode of communication for this class. Please feel free to email me anytime at orbra.porter@hindsgcc.edu. I will always answer all emails within 48 hours of the received time excluding weekends and holidays. If you do not receive a reply from me within 48 hours, please resend the email to ensure that I received the correspondence. There may be times when you need to contact me by phone. If needed, you may contact me at **601-260-2586**. Also, I am available specifically every **Monday afternoon from 4PM-6PM**. You can call me during this time or if you send an email during this time I will answer it immediately. You might consider this as my virtual office hours. The information listed here gives you a clear method for contacting me. This will guarantee a smooth semester in regards to communication.