

LAREDO COMMUNITY COLLEGE

COURSE SYLLABUS

<b>COURSE TITLE:</b>	Medical Transcription II
<b>COURSE NUMBER:</b>	MRMT 2333
<b>COURSE SECTION:</b>	E01
<b>SEMESTER:</b>	<b>Summer II, 2009</b>
<b>COURSE LEVEL:</b>	Intermediate
<b>CONTACT HOURS (RANGE- FOR STATE INFORMATION):</b>	80 Contact Hours (2 lecture, 3 lab)
<b>LAB:</b>	Required
<b>COURSE DESCRIPTION:</b>	Fundamentals of medical transcription with hands – on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.
	<b>Prerequisite MRMT1307</b>
<b>COURSE LEARNING OUTCOMES</b>	The student will be given the opportunity to: <ol style="list-style-type: none"><li>1. Describe the importance of confidentiality in medical records.</li><li>2. Explain the purpose and content of medical records.</li><li>3. Transcribe physician dictation with the aid of reference materials.</li><li>4. Develop proofreading and editing skills.</li><li>5. Increase speed and productivity</li></ol>
<b>INSTRUCTOR:</b>	M. Teresa (Teri) Lopez-Hill, Adjunct Faculty
<b>EMAIL:</b>	<a href="mailto:mtlopez@laredo.edu">mtlopez@laredo.edu</a>
<b>CLASS DAYS AND TIMES:</b>	Online course only. Calendar posted online for Internet course. First class day is July 9; (online) final exam scheduled for 11 Aug 2009 (we will adhere to the BLOCK Schedule for online final examinations posted by Distance Education Department), final transcription due no later than 10 Aug 2009.
<b>TELEPHONE:</b>	You can contact the Distance Education Department secretary at 956.721.5211 to notify the instructor of emergency communication. <b>To contact the instructor in Canada, telephone 403.201.7812; international phone charges may apply.</b>
<b>OFFICE:</b>	No office on LCC campus. Contact the instructor by e-mail or by telephone to arrange a mutually convenient time to meet in the course's chat room.
<b>OFFICE HOURS:</b>	Communication can be emailed or messages left at VIRTUAL OFFICE HOURS within the course website. Also, contact the instructor by e-mail or by phone to arrange a mutually convenient time to meet in the course chat room. Instructor will be available for office hours at Blackboard course, chatroom 1 on Tuesdays from 5 PM to 6 PM.
<b>TEACHING STRATEGIES METHODS OF INSTRUCTION:</b>	Online format. Class assignments, transcription assignments, Chapter Review Questions and laboratory exercises

<b>TEXTBOOKS:</b>	<u>Diehl and Fordney's Medical Transcription--Techniques and Procedures</u> , 6th edition. Diehl, Fordney. W. B. Saunders company Philadelphia: 2007. ISBN: 1-4160-2347-X
<b>MATERIALS:</b>	<ol style="list-style-type: none"> <li>1. Medical dictionary of your choice.</li> <li>2. SUM Program Transcription Course set of tapes (to be checked out from the Allied Health Department administrative assistant).</li> <li>3. Transcriber (tape player with foot pedal). To be checked out from the Allied Health Department administrative assistant.</li> </ol> <p><b>NOTE: A final course grade will not be processed until checked out equipment/materials have been returned to the Allied Health Department administrative assistant.</b></p>
<b>INSTRUCTOR'S AVAILABILITY:</b>	Email (fastest/preferred contact) and telephone numbers provided in the contact information above. Email inquiries are generally answered within 48 hours, except during weekends. Assignments not graded automatically are generally returned to students in Blackboard within one week or sooner.
<b>INSTRUCTOR'S EXPECTATIONS OF STUDENTS:</b>	In addition to expectations listed elsewhere, students are expected to keep a copy of all saved course work until the final grade has been posted, since electronic communications can fail or crash. This policy may allow resubmission of important items, if permitted by the instructor. If technology issues arise, students are expected to use LCC computers or other equipment for submitting work according to the schedule. In other words, a personal computer challenge is no excuse for failing to submit work on time. Students are expected to plan ahead concerning inquiries to allow for reasonable response time from the instructor. Students are expected to mark the weeks of the term on their personal calendars and to maintain a check list of work completed and grades received in order to self-monitor progress in the course. Remember that <i>online courses require the STUDENT to be self-disciplined</i> concerning course performance.
<b>ESTIMATED TIME COMMITMENT:</b>	Approximately 10 hours per week for reading, transcribing, online activities and e-mail and/or chat sessions via Blackboard conferencing tools. Weekly progress report is required for course completion. <b>A minimum of 3 logins per week, logging in every other day is strongly advised (more is great, less is not).</b> <b>IMPORTANT: See Online Students Attendance Policy below.</b>
<b>EQUIPMENT AND SOFTWARE REQUIRED:</b>	<p>Either a PC with Windows or a Macintosh computer  Modem (28.8 or faster) or Ethernet card  Internet and World Wide Web access  Web browser (Internet Explorer is the preferred browser)  <b>MS Office--Word Program (Required for transcription preparation)</b></p>
<b>ASYNCHRONOUS FORMAT:</b>	The course uses an asynchronous format for participation in weekly online discussion forums. You can send and read e-mail messages at any time. Note that assignments and assessments have deadlines for submission; this is usually by the end of the week unless noted in the Calendar.
<b>OUTCOMES ASSESSMENT:</b>	Chapter exams, class exercises, chapter review questions, transcription assignments and a final examination will measure the student's achievement of the specific learning objectives identified for the course.

**METHODS AND CRITERIA FOR EVALUATION:**

Chapter Examinations:	30%
Class Assignments:	10%
Transcription Assignments:	30%
Communication:	10%
Final Examination:	20%

**ATTENDANCE REGULATIONS:**

The student will adhere to the attendance policies as stated in the current College Catalog. The student is responsible for keeping up with and completing any and all missed assignments. Missing class does not excuse the student from any assignments which may be due. It will be the student's responsibility to contact the instructor to determine what the student has missed or what assignments are due upon his or her return to class.

Weekly communication is required. This can be achieved through email. Weekly communication grades are calculated as follows:

Weekly email/assignments and exams on time:	100%
No email but:	
*submitted assignments and exam by due date:	80%
*late assignments/exams as scheduled:	70%
*Late assignments/late exam:	50%
*No assignments/late exam:	0%

**ONLINE STUDENT ATTENDANCE GUIDELINES:**

**Responsibility for class attendance rests with the student.**

Students are required to log in and participate in their respective online classes to remain enrolled. Students will be dropped from the class roster by the instructor according to College Attendance Regulations; however, a student may be reinstated by the Vice-President of Instruction upon the recommendation of the instructor(s) and an agreement from the student to make up all of the missed assignments, lab times and/or tests.

**Students will be dropped after being absent:**

***During a regular semester:***

- Students will be dropped with a "W" for **Unexcused absences** - failure to log-in to the course for 14 consecutive days.
- A grade of "W" will be given through the Friday of the twelfth week of the semester for all drops initiated by the instructor or by the student.
- After the Friday of the twelfth week of the semester, a grade of "F" will be given for the course at the end of the semester for unexcused absence.

The instructor will drop an online student if they have never logged-in to their course prior to the certifying the rolls – on the 12<sup>th</sup> Class Day.

***During a summer session:***

- Students will be dropped with a "W" for **Unexcused absences** - failure to log-in to the course for 7 consecutive days.
- A grade of "W" will be given through the Thursday of the fourth week of the summer session for all drops initiated by the instructor or by the student.
- After the official drop date of the fourth week of the summer session, a grade of "F" will be given for the course at the end of the session for unexcused absence.
- The instructor will drop an online student if they have never logged-in

to their course prior to certifying the rolls – on the 4<sup>th</sup> Class Day. Students have the right to initiate a drop request from any or all classes by informing the instructor via email or phone and following this up at the Admissions/Registrar's Office.

Instructors will drop students in a timely manner according to the College's attendance policy in order to comply with the requirements of external funding agencies. **It is the student's responsibility to ensure that a drop slip be completed, whether it is student-requested or faculty-initiated.**

**Absence from Final Examination:** A student who is absent from a final examination will earn a grade of "0" for the examination. Students who do not take a final examination will earn an "F" in the course, unless they present an authorization for the absence. Students duly authorized not to take the final examination will receive a grade of "F" or an Incomplete grade on their transcript until they take the final examination. Such students must take the final within four months of the initial exam date. A fee of \$5.00 will be charged to a student for taking a final examination other than at the scheduled time, regardless of the reason for absence. This fee will be paid at the Bursar's Office. Only students with a legitimate excuse may exercise this privilege.

**Final examinations cannot be re-taken (consult the College Catalogue for additional information).**

**GRADING SCALE:**

A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

In Allied Health Programs, a grade of C is passing. Anything below a C is not an acceptable grade .

**SCANS ASSESSMENT:**

Chapter exams, transcription exercises, chapter review questions, and a final examination will measure the student's achievement of the specific learning objectives identified for the course.

**STUDENT GRADE APPEAL POLICY:**

A student who wishes to question the final grade earned in a course or a grade earned in a class activity should first discuss the situation with the instructor of record who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chairperson and request a review of the grade. If the student is not satisfied with the Department Chairperson's decision, the student may contact the appropriate Dean of Instruction for assistance related to the grade appeal. Established departmental procedures will be utilized to resolve student grade questions. If necessary, the student may request a review by the Vice-President for Instruction and Student Development after all other avenues have been exhausted for the review of the grade. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Vice-President for Instruction and Student Development.

Students, who think that the final course grade is unfair, have two weeks (10 working days) after the grade is issued to appeal the grade. Students who think that a grade earned in a class activity is

unfair have one week (five working days) after the grade is issued to appeal the grade. Exceptions require the approval of the Vice-President for Instruction and Student Development.

**STUDENT GRADE APPEAL PROCEDURE -  
CENTER FOR DISTANCE LEARNING:**

To better help students follow the LCC Policy above, the LCC Center for Distance Learning asks that this procedure be followed if a student wishes to appeal a grade:

1. Discuss the situation with the instructor FIRST.
2. If the grade matter is not resolved with the instructor, the student should contact the LCC Director of the Center for Distance Learning, telephone number 956-721-5211.
3. If the grade matter is not resolved with the Director, the student should contact the Dean of Instructional Technology, telephone number 956-764-5758.
4. As a last resort, the student may contact the Chief Development Officer at 956-721-5102.

**There is no further appeal after this level.**

**RECORDS KEEPING:**

Please save all correspondence and other assignments. This is especially important where credit may have been allowed after a paper was initially scored and recorded. In the absence of your records, the instructor's records will be considered correct.

**STUDENTS WITH SPECIAL NEEDS:**

LCC is dedicated to providing the least restrictive learning environment for all students. The college promotes equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA), both of which enable students with disabilities to participate in and benefit from post-secondary educational activities.

If you require accommodations because of a physical, mental, and/or learning disability, please notify the instructor of this course as soon as possible and preferably before the end of the first week of class to arrange for reasonable accommodations.

**LATE ASSIGNMENTS:**

All assignments should be completed and submitted to the instructor on the scheduled due date. Late assignments will be accepted; however, this will affect your weekly communication grade. The instructor will post weekly reminders as to the assignments due; however, the student is ultimately responsible for keeping track of late assignments to be submitted. Check the posted Calendar for the "Last Day to Submit Late Work"—after this posted date, no late assignments will be accepted, and any missing grades will be posted as a "0."

**MAKEUP EXAM POLICY:**

There are no make-up examinations administered. Also, no additional work will be assigned towards the end of the semester to help the student get 'additional points' in order to pass or get a better grade.

**WITHDRAWAL POLICY:**

**Last day to withdraw from Summer II 2009 classes is 05 Aug 2009 by noon.**  
The student has the ultimate responsibility to ensure that an official withdrawal/drop slip is completed, submitted to the Registrar's Office, and processed. Check the posted Calendar to verify the "Last Day to Drop with a W." After this date, no withdrawals can be submitted; performance grades will be recorded.  
Contact the instructor if you are considering withdrawing--there may be options available!

**ACADEMIC INTEGRITY AND CODE OF**

For the latest LCC College Catalog, go to [www.laredo.edu](http://www.laredo.edu).

**CONDUCT:**

In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action according to LCC College Catalog and Student Handbook.

**SOFTWARE PIRACY:**

Law strictly prohibits unauthorized copying of software purchased by Laredo Community College. Appropriate disciplinary action will be taken against anyone violating copyright laws.

**COMPUTER VIRUSES:**

Computer viruses are, unfortunately, a fact of life. Using the diskettes on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. Using email and surfing and downloading from the Internet also creates exposure to viruses. Therefore, the computers of the college, your personal computer, and any other computer you may be using can be exposed to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each computer hard drive and any diskettes you use, whenever or wherever you use them, have been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping copies of data (backups) is extremely important. **BACK UP AND SAVE ALL YOUR COURSE ASSIGNMENTS, CORRESPONDENCE, AND WORK.**

**EQUAL OPPORTUNITY STATEMENT:**

In compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11246 and Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Laredo Community College is open to all persons regardless of race, color, religion, sex, age, marital status, disability, or national origin who are otherwise eligible for admission as students.

The Student with Disabilities, including learning disabilities, who wishes to request accommodations in this class, should notify the Special Populations Office. The request should be made early in the semester so that the appropriate arrangements may be made. In accordance with Federal law, a student requesting accommodations must provide documentation of his/her disability to the Special Populations Office KCC 213 or call at extension 5137. The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to the first exam.

Pregnancy is not an ADA-protected condition. Therefore, the student is required to meet all course/program outcomes including attendance (communication).

**SYLLABUS CHANGES:**

While every attempt has been made to prepare this syllabus in final form, it will be the instructor's prerogative to make any changes as may be deemed necessary in order to meet the learning outcomes of the class. Student will be notified of any changes by email and through postings at the course website.

: end of syllabus

Posted 04 May 2009