

Date Prepared: July 13, 2000

COURSE OUTLINE

1. **COURSE PREFIX NUMBER:** AST 245 **CREDIT HOURS:** 3
2. **COURSE TITLE:** **Medical Machine Transcription**
3. **CO-REQUISITE:** AST 102 or equivalent
4. **COURES DESCRIPTION:** Develops machine transcription skills, integrating operation of transcribing equipment with understanding of medical terminology. Emphasizes dictation techniques and accurate transcription of medical documents in prescribed formats with proper grammar and punctuation. Co-requisite: AST 102 or equivalent. Lecture 3 hours per week.
5. **CONTENT:** (Major Headings)
 - a. The machine transcription cycle--understanding of the environment, equipment, personnel, procedures
 - b. Understanding medical terminology - continuous throughout course
 - c. Development of machine transcription skill as applied to medicine
6. **GENERAL COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

 - a. exhibit an understanding of the machine transcription process.
 - b. exhibit a basic medical vocabulary and ability to use correctly in transcription.
 - c. exhibit understanding of work measurement efforts and development of standards.
 - d. demonstrate ability in transcribing medical dictation via computer keyboard.
 - e. demonstrate an ability to use proper editing and proofreading skills.
 - f. demonstrate an ability to use appropriate formats.

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