

**Eastern WV Community & Technical College  
Master Course Record**

<b>Course Prefix and Number:</b> WFHC 201
<b>Course Title:</b> WFED Advanced Medical Transcription
<b>Recommended Transcript Title:</b> WFED Advanced Medical Transcription
<b>Date Approved/Revised:</b>
<b>Credit Hours:</b> 3 <b>Total Contact Hours</b> <b>Lecture:</b> 45 <b>Lab:</b>
<b>Prerequisite:</b> WFHC 104 or permission of instructor <b>Corequisite:</b> <b>Pre/Corequisite:</b>
<b>Grading Mode:</b> Credit / No Credit
<b>Catalog Description:</b> This advanced transcription course is designed to refine transcription skills to a competitive level by providing 20 chapters of realistic, challenging activities. The text is organized into an introductory part, 18 medical specialty areas, and a final part containing student exercises.
<b>Course Outcomes:</b> 1. Apply knowledge of medical terminology, English grammar, punctuation, and spelling rules to the transcription of medication dictation from physicians with various ethnic backgrounds. 2. Transcribe accurately dictation from 18 medical specialties. 3. Transcribe correctly letters, information for a white paper, progress notes from a clinic setting, and other medical reports. 4. Format reports according to American Association of Medical Transcription (AAMT) guidelines. 5. Proofread and edit reports meticulously. 6. Identify and appropriately mark items that require the supervisor's and/or dictator's attention. 7. Research and/or verify patient information for accuracy. 8. Apply research skills to appropriate situations. 9. Use appropriate reference materials efficiently for accurate completion of reports. 10. Apply pertinent medicolegal polices and procedures when necessary in the transcription process.
<b>Implementation Cycle:</b> Open Entry/Open Exit
<b>Role in College Curriculum: (Check all that apply)</b> <input type="checkbox"/> <b>General Education Core (Specify category)</b> <input type="checkbox"/> <b>Technical Core (Specify Program)</b> <input type="checkbox"/> <b>Restricted Elective (Specify Program)</b> <input type="checkbox"/> <b>General Elective</b> <input checked="" type="checkbox"/> <b>Other (Please specify)</b> WF Ed Medical Assistant
<b>Course Fee:</b> Yes
<b>Instructor's Qualifications:</b> BS in Business Administration or related discipline AND/OR expertise and experience in field.
<b>Expanded Course Description:</b> This advanced course will prepare the student to do specialty medical transcription. Competency is measured by test assessments and typing competency comparisons submitted via blackboard as a word document.

**Prepared by:**

**Amy Crites (SB-G)**

**8-3-11**

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**Signature, Title**

**Date**

**Approved by:**

**Robert Eagle (LOT Minutes)**

**8-15-11**

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**Dean, Academic Sciences**

**Date**