



# COURSE OUTLINE

**Please save a copy onto your computer before filling in the form**

**Course Name:** Medical Documentation

**Department Head/Coordinator:** Helen Roberts

**Effective Date:** January 2015

<b>School or Centre:</b>		<b>Department:</b>	
School of Hospitality and Business		Office, Legal and Medical Administration	
<b>Course History:</b>		<b>Year of Study:</b>	
Replacement Course		1st Year Post-secondary	
<b>Name of Replacing Course (if applicable):</b>	MEDC1150	<b>Course Number:</b>	MEDC 1250
		<b>Number of Credits:</b>	2.0

**Course Pre-requisites (if applicable):**

MEDC 1100 Medical Administrative Procedures, MEDC 1121 Medical Speed and Accuracy 1, MEDC 1132 Human Relation Skills, MEDC 1135 Medical Terminology for MOA 1, MEDC 1136 Medical Terminology for MOA 2, and MEDC 1140 E-Communications Management

**Course Co-requisites (if applicable):**

N/A

**PLAR (Prior Learning Assessment & Recognition)**  No  Yes (details below):

**Course Description:**

This foundational course introduces the basics of technical writing and the purpose, content and format of medical reports and their style guidelines. Transcription technique and equipment is introduced, and proofreading and editing skills are applied.

**Note to instructors:** An instructional strategy is an approach that an instructor uses to achieve the learning outcomes (e.g., lecture, case study, video, group work).

### **Instructional Strategies:**

Lectures, lab, group work and student presentations.

### **Course Learning Outcomes:**

Upon successful completion of this course, students will be able to:

1. Prepare professional written communications for clients and members of the medical and health professional team.
2. Apply proofreading and editing skills.
3. Type and transcribe medical correspondence utilizing proficient keyboarding speed and accuracy.
4. Type and transcribe medical correspondence utilizing industry guidelines, and correct spelling and grammar.

### **Program Learning Outcomes:**

Upon successful completion of this program, students will be able to:

1. Communicate professionally with clients and members of the medical and health professional team.
2. Work safely in a healthcare environment.
3. Practice in a professional and ethical manner.
4. Use problem-solving, critical thinking, decision-making and information literacy skills in practice.
5. Practice effective quality management in healthcare environments.
6. Manage patient records and perform medical billing procedures.
7. Assist physicians by performing clinical procedures within MOA scope of practice.
8. Collaborate with the medical team to implement and apply "Chronic Disease Management" protocols.
9. Use medical and business computer applications related to word processing, data management, and electronic communication.
10. Accurately transcribe medical correspondence and reports utilizing keyboarding skills at a speed level required by current employment standards.

**Evaluation/Grading System** *(Click on drop down box arrows to see list of options)*

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		C+

**Components and Weighting of the Assessment/Evaluation Plan:** *(Click on drop down box arrows to see list of options)*

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Assignments	5	Proofreading/editing
Quizzes/Tests	20	Proofreading and editing of 2 quizzes at 10% each
Assignments	30	Transcription of 3 reports at 10% each
Exam	40	2 transcription exams at 20% each
Other	5	Completion of assigned reports by specific deadline
	<b>Total</b>	<b>100</b>

**Learning Environment/Type** *(Select all that are used within the course)*

Instruction Type	Hours Per Instruction Type	Comments
L - Classroom	25	
CT - Computer Based Training	25	
<b>Enter Total Hours</b>	<b>50</b>	

**Resource Material(s):**

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

**Course Topics and Sequence Covered:**

1. Proofreading and editing
2. Punctuation and grammar
3. Formatting styles for medical reports
4. Transcription equipment and technique

## **VCC Education and Education Support Policies**

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about/governance--policies/policies/>

To find out how this course transfers, visit the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

### **FOR COMMITTEE USE ONLY**

<b>Date Approved by Education Council:</b>		<b>Date Approved by VCC Board (if applicable):</b>	
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