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| <b>General Course Information</b> |  |
| <b>1a. Course Dept.:</b>          | OT   |
| <b>1b. Course Number:</b>         | 59   |
| <b>2. Course Title:</b>           | Medical Keyboarding and Computer Applications  |
| <b>3. Units:</b>                  | 3  |
| <b>4. This Course is:</b>         | Assoc Degree Applic. - Transfer to CSU/Private |

|                                   |  |
|-----------------------------------|--|
| <b>Course Format and Duration</b> |  |
| <b>5a. Course Length:</b>         | Full-semester  |
| <b>5b. Weekly Hours:</b>          | 3 Lecture +<br>0 Activities +<br>2 Lab +<br>0 By Arrangement =<br>Total Weekly Hours:5 |

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| <b>Method of Instruction</b>                                    |  |
| <b>6. Instructional methods used to present course content.</b> |  |
| Lecture/Discussion  |  |
| Lab   |  |
| Online  |  |

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| <b>Course Preparation</b>  |                |
| <b>7a. Corequisite(s):</b>   |                |
| None   |                |
| <b>7b. Prerequisite(s):</b>  |                |
| Completion of all modules of OT 54 with a grade of 'C' or 'CR' or better or Passing the OT 59 placement test; Nursing 111 (or concurrent enrollment) or successful completion of a medical terminology exam. |                |
| <b>7c. Course Advisory:</b>  |                |
| SCC minimum English standard   |                |
| <b>8. Repeatability:</b>   | Not Repeatable |
| <b>Additional Repeatability Info:</b>  |                |
| None   |                |

**CATALOG DESCRIPTION AND OTHER CATALOG INFORMATION****9a. Catalog Description:**

A medical document processing course. Students will process documents in various medical specialty units including: head and neck, cardiovascular medicine, plastic surgery, allergy/immunology, urology, surgery, oncology, dermatology, and internal medicine. Students will build keyboarding speed and accuracy.

**9b. Other Catalog information:**

none

**10. Student Performance Objectives:**

As a result of successful completion of this course, a student will be able to:

1. Recognize and apply medical terms while performing computer functions.
2. Meet accuracy standards.
3. Make decisions based on office policies under simulated conditions.
4. Learn to efficiently manage time and projects in real-life situations.
5. Achieve a minimum keyboarding speed of 50 wpm on timed writings.

**11. Methods of Evaluating Student Achievement:**

Production tests, objective tests, observations and timed writings. Students will be required to demonstrate correct keyboarding and formatting skills needed for medical office tasks using word processing capabilities. Students must pass comprehensive performance objectives included with each unit of instruction.

**12. Student Assignments (Homework):****a. Required Reading Assignments:**

10-15 pages per week in text and learning guides

**b. Required Writing Assignments:**

None

**c. Other** (Terms projects, research papers, portfolios, etc.)

None

**13. Course Content Outline:**

The U.S. Department of Labor developed the SCANS (the Secretary's Commission on Achieving Necessary Skills) goals in order to reflect the need for the United States to develop and maintain a competitive workforce. The SCANS competencies require students to think through problems on their own, to be able to make reasonable decisions, and to implement these decisions with specific goals in mind. Students are not given

directed answers; rather, they are given the foundation of how to using medical dictionaries, pharmaceutical directories, and reference manuals to produce professional documents.

Through research analysis and evaluation, students will use word processing programs and formatting skills to prepare documents commonly used in medical offices, clinics, acute care facilities and other health related fields.

Tasks include but are not limited to:

I. Document Production

Incoming-Patient Registration Forms

Merged Letters

Memos

Appointment Schedules

Patient Information Forms

Summary of ENG Findings

Operative Report

Authorization for Release of Medical Information

Consultation Letter

Radiology Report

Patient Data File

Exercise Test Consent Form

Discharge Summary

Exercise Treadmill with Echo Report

Stress Echo Report

Dobutamine Thallium Test Information Form

Return Office Visit Form

Return Visit Report

Health and Physical Report

Operative Report

Authorization for Release of Medical Information

Operative Consent

Influenza Vaccine Consent

Allergy Skin Test Form

Prostate Biopsy Form

Announcements

Labels

Tables

Patient's Rights and Responsibilities

Physical Report

II. Complete skillbuilding exercises to build speed and accuracy in typing medical documents.

III. Complete a medical report from rough draft material combining keyboarding, word processing, formatting, and decisions-making skills.

**14a. All textbooks, resources and other materials used in this course are:**

College level

**14b. EXAMPLE texts, reading and resources:**

Poland, Robert. *Processing Medical Documents*. 2nd edition  
Glencoe/McGraw-Hill, 2000

Abell. *Medical Office Projects Text*.  
Thomson/South-Western, 1999

Warren, Margaret Townsend. *Medical Assisting*.  
EMC Paradigm, 2002

Becklin & Sunnarborg. *Medical Office Procedures*. 4th edition  
Glencoe/McGraw-Hill, 1999

| <b>General Education/Transfer Information</b> |
|---|
| <b>IGETC:</b>                                 |
| <b>CSU:</b>                                   |
| <b>SCC GE:</b>                                |