

Course Name:	OTEC 2270 - Medical Transcription, Section 51
CRN	91311
Description	<p>This course is designed to simulate medical transcription practices utilizing terminology from the healthcare environment using correct format, grammar, punctuation, and spelling. The student will be submitting transcribed medical reports each week and taking terminology quizzes online. All deadlines are listed on the course outline as well as in Blackboard.</p> <p>Upon successful completion of the Medical Transcription course, the student will be able to transcribe a variety of medical reports, letters, and memorandums in accordance with the American Association for Medical Transcription (AAMT) and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) guidelines.</p>
Prerequisites	OTEC 107 or OTEC 1193 or 50 wpm; OTEC 143 or OTEC 1143 (or equivalent); OTEC 231 or OTEC 2231; and HIT 110 or HIT 1020
Start and End Dates:	May 19, 2008 - August 10, 2008
Instructor Name	Anna Wormald
Phone	505-224-3900 ext. 0585
Email	awormald@cnm.edu
Required Face-to-Face Meeting:	<p>Final Exam must be taken in a proctored setting at a Montoya Campus Location during the designated period. You will be notified of the specific days, times, and location of the exam.</p> <p>If you do not live in the Albuquerque area and cannot come to the Montoya Campus for the final, you must notify me in writing via Blackboard Mail within the first two weeks of the semester. It is your responsibility to make other arrangements, approved by me, to take the proctored final. Examples of "approved" arrangements in the past are those made by students with other educational institutions in their area. Any cost of these arrangements is the responsibility of the student.</p>

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Required Texts:	<i>Medical Transcription</i> , Blanche Ettinger and Alice G. Ettinger, 2003 by Paradigm Publishing, Inc., 2nd Edition ISBN: 0763820105
Additional requirements for this course:	<ul style="list-style-type: none"> • Personal computer with Internet access to download/upload assignments and transcription reports. • An e-mail account. • MS Word software. • Winzip to unzip the MP3 files for transcribing. • Express Scribe software will be used in place of a transcription machine. It is a free downloadable program that can be found on several web sites, e.g. nch.com.au/scribe/. • You must keep in contact with the instructor by completing the assignments, or you will be dropped from the course.
Online Information and time commitment:	<p>Course requirements include: Online Chapter Assessments Transcripts of Case Studies Online Mid Term Exam On campus FINAL Exam—Mandatory</p> <p>You should plan a schedule that allows a minimum of 5-7 hours per week devoted to completing your assignments. All assignments must be submitted by 11:59 p.m. (MST) on the assigned due date. NO LATE ASSIGNMENTS WILL BE ACCEPTED.</p>
Additional Instructions for after enrolling for this course:	<ul style="list-style-type: none"> • Register for OTEC 2270, Section 51 on or before May 19, 2008 • Purchase the textbook • Go to the course homepage and click on the Assignments Tool • Complete Assignment 1. The first assignment is due by 11:59 p.m. on Monday, May 26, 2008. Students who do not complete the assignment by that time may be dropped from the course. The course in Blackboard is available to students 24/7. The instructor is available Monday through Thursday. <p>Once class starts, only e-mail within our online course will be used.</p>

