**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: MDAS 1679

Course Title: Healthcare Documentation & Transcription Specialist Practicum

Credit Hours: 2

Prerequisite: Program acceptance and concurrently enrolled in final semester Division/Discipline: Workforce Training and Community Education/ Healthcare Documentation & Transcription

Course Description: This course provides the opportunity to apply administrative skills in a supervised, non-remunerated practicum in a medical facility. Emphasis is placed on enhancing competence in administrative skills necessary for strengthening professional communication and interaction.

# **CLASSROOM POLICY**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton County Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services. Additional information about academic integrity can be found at the following link:

<http://academicintegrity.bartonccc.edu/>

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

# This course is an integral part of the student's learning process for the Healthcare Documentation and Transcription program. Through the Healthcare Documentation & Transcription Practicum the student gains on the job experience in the areas of administrative and clinical transcription work. Students should enroll in this course when they are in their final semester of this program. Upon completion, students should be able to function as an entry level healthcare documentation and transcription professional.

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

## Course Outcomes & Competencies

1. Demonstrate professionalism, ethics, and affective behavior as it relates to an entry-level healthcare documentation & transcription position
   1. Provide documentation/transcription services in accordance with regulations, policies, laws and patient rights
   2. Demonstrate quality control and safety measures
2. Demonstrate administrative competencies as it relates to an entry-level healthcare documentation and transcription specialist position
   1. Communicate effectively nonverbally, orally and written
   2. Perform medical business practices
3. Demonstrate clinical competencies as it relates to an entry-level healthcare documentation and transcription specialist position
   1. Demonstrate coding practice skills
   2. List resources appropriate to utilize for reference/usage in coding options
4. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

1. **COURSE OUTLINE**