

Miami-Dade Community College
OST 2256 - MEDICAL DICTATION AND TRANSCRIPTION
(For Court Reporters Only)

Course Description: The purpose of this course is to develop the skills in spelling medical terms, taking dictation, and transcribing medical material.

3 Credits

Prerequisites: OST 2224 and HSC 2531.

Course Competencies:

Competency 1:	The Student will demonstrate the knowledge of medical terminology and procedures by <ol style="list-style-type: none">a. recognizing accurately spelled common medical terms.b. knowing the definition of common medical terms.c. writing on a steno machine from familiar textbook teacher dictated material.d. using a steno machine to write practice material from audio tapes.
Competency 2:	The Student will create medical documents from dictated material on cassette tapes directly on the computer by <ol style="list-style-type: none">a. transcribing office notes associated with dermatology.b. transcribing consultation letters associated with ophthalmology.c. transcribing office notes and operative reports associated with otorhinolaryngology.d. transcribing discharge summaries and correspondence associated with pulmonology.e. transcribing radiology reports and documents associated with cardiology.f. transcribing pathology reports and documents associated with gastroenterology.g. transcribing a labor and delivery report and documents associated with obstetrics and gynecology.h. transcribing a history and physical report and documents associated with urology and nephrology.i. transcribing emergency room note and documents associated with orthopedics.
Competency 3:	The Student will create medical documents by <ol style="list-style-type: none">a. writing on a steno machine from unfamiliar teacher dictated material at 120 wpm for three minutes.b. transcribing from steno machine notes on the computer and/or using a CAT system with 97 percent accuracy.