

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	Medical Record Transcribing- <u>ATD</u>
Occupational Area:	Health Science Education
Program Number	H170508
District CIP	0317.050604-1200 hours
CC CIP	0317.050606-*33 credits (See transfer value below)
Grade Level	Applied Technology Diploma (<u>ATD</u>)
Length	1200 hours
Faculty Credentials	See Special Notes
Basic Skills	
Math	10
English	11
Reading	11
Transfer Value	15 -credits Health Information Management 33 -credits Office System Technology-Medical Office Systems Specialization

- I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to prepare student for employment as medical transcribers SOC 31-9094 Medical Transcriptionists.

The content includes, but is not limited to, medical terminology, anatomy and physiology, grammar and punctuation, health care delivery systems, health information services, ethical and legal responsibilities, safety/security procedures, word processing/transcription skills and employability skills. The Health Science Core must be taken by all students (secondary, postsecondary adult and postsecondary vocational and ATD) planning to complete any Health Occupations program. Once successfully completed, the core does not need to be repeated at any instructional level.

- II. **LABORATORY ACTIVITIES:** Laboratory facilities and equipment should be provided. Laboratory activities should be correlated with classroom activities and reinforced in the clinical area.

- I. **SPECIAL NOTES:** The program meets the Department of Health HIV/AIDS education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that the HIV/AIDS requirements have been met.

Health Occupations Students of America, (HOSA) Inc. is the appropriate Career/Technical Student Organization (CSO) for providing leadership training experiences and for reinforcing specific career/technical skills. CSOs, when provided, shall be an integral part of the vocational instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065(8), FAC.

Either a community college or school district may offer the Applied Technology Diploma program. When offered at the community college, college credit shall be awarded for completion of this program. When offered at the school district, vocational credit

will be awarded. Vocational credit will be converted to college credit upon transfer to the AS degree at the community college.

This program is part of Health Information Management or Office Systems Technology - Medical Office Systems Specialization AS degree and guarantees transfer credit of 15 credit hours toward the AS degree in Health Information Management and 33 credit hours in Office Systems Technology-Medical Office Systems Specialization. Minimum entrance requirements for this program include a high school diploma or GED. Students must meet the minimum basic skills levels to complete this program.

Faculty teaching in this program must have a minimum of an AS degree in Health Information Management or Office Systems Technology -Medical Office Systems Specializations or meet the SACS Exceptional Rule.

Program must be taught in accordance with the guidelines of the model curriculum of the American Association for Medical Transcriptionist (AAMT), Post Office Box 576187, Modesto, California 95357-6187, (209/551-0883). Web site: <http://www.aamt.org/aamt>. E-mail: aamt@sna.com.

Students should be encouraged to become members of their professional organization, and participate in the state/local chapter activities. Admissions should be limited to individuals who have the ability to keyboard at a speed of 45 correct words per minute.

The program should prepare the graduate to take the national examination to become a Certified Medical Transcriptionist. Certification is voluntary and is sponsored by the American Association for Medical Transcription, 3460 Oakdale Rd. Suite M, Modesto, Ca. 95355-9690, 1-800-982-2182 or 209/551-0883.

In accordance with Rule 6A-10.024 FAC, the minimum basic skills grade levels required for this ATD program is: Mathematics, 10.0, Language 11.0, and Reading 11.0. The grade level number corresponds to a grade equivalent score obtained on a state designated basic skills examination.

This program may be offered in courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 1001.44 F.S.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Equipment List: A generic equipment list is available for this program and is available upon request.

The standard length of the program is 1200 clock hours which includes 90 clock hours for the Health Science Core.

IV. INTENDED OUTCOMES:

Outcomes 01-11 are referred to as the Health Career Core and do not have to be completed if the student has previously completed the Core in another health occupations program at any level. The Core should be taken first or concurrently with the first course in the program. Following the successful completion of the core, the student is eligible to take the national internet certification examination (Nocti) with instructor approval and the completion of a portfolio.

After successfully completing this program, the student will be able to:

**HEALTH SCIENCE CORE (01-11) OCP A-Basic Healthcare Worker- SOC Code 31-9099
Healthcare Support Worker, All Others**

- 01.0 Demonstrate knowledge of the health care delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate computer literacy.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including AIDS.
- 11.0 Apply basic math and science skills.

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- 12.0 Use appropriate medical and scientific terminology.
- 13.0 Apply rules of English grammar and punctuation.
- 14.0 Utilize medical references.
- 15.0 Operate word processing/transcription equipment.
- 16.0 Practice safety and security specific to medical transcriber.
- 17.0 Explain the role of health information services.
- 18.0 Demonstrate ethical and legal principles with regard to the use of medical records.

**Florida Department of Education
STUDENT PERFORMANCE STANDARDS**

Program Title: Medical Record Transcribing
Postsecondary Number: H170508

HEALTH SCIENCE CORE: The Health Science Core is a core of basic knowledge necessary for any health occupations career. Students who have previously completed the Health Science Core in any other health occupations program do not have to repeat intended outcomes 01-11.

OCP A-Basic Healthcare Worker- SOC Code 31-9099 Healthcare Support Worker, All Others

01.0 DEMONSTRATE KNOWLEDGE OF THE HEALTH CARE DELIVERY SYSTEM AND HEALTH OCCUPATIONS -- The student will be able to:

- 01.01 Identify the basic components of the health care delivery system.
- 01.02 Describe the various types of health care providers and the range of services available including resources to victims of domestic violence.
- 01.03 Describe the composition and functions of a health care team.
- 01.04 Identify the general roles and responsibilities of the individual members of the health care team.
- 01.05 Develop a basic understanding of human needs throughout the lifespan.
- 01.06 Explain the importance of maintaining professional competence through continuing education.
- 01.07 Describe trends affecting the delivery system of health care.

02.0 DEMONSTRATE THE ABILITY TO COMMUNICATE AND USE INTERPERSONAL SKILLS EFFECTIVELY -- The student will be able to:

- 02.01 Develop basic listening skills.
- 02.02 Develop basic observational skills and related documentation strategies in written and oral form.
- 02.03 Identify characteristics of successful and unsuccessful communication including barriers.
- 02.04 Respond to verbal and non-verbal cues.
- 02.05 Compose written communication using correct spelling, grammar, and format.
- 02.06 Use appropriate medical terminology and abbreviations.
- 02.07 Recognize the importance of courtesy and respect for patients and other health care workers and maintain good interpersonal relationships.
- 02.08 Recognize the importance of patient/client education regarding health care.
- 02.09 Adapt communication skills to varied levels of understanding and cultural orientation.
- 02.10 Demonstrate telephone usage including taking messages.
- 02.11 Demonstrate ability to give and follow directions.
- 02.12 Distinguish between factual reports and personal opinion.
- 02.13 Read and discuss technical material.

03.0 DEMONSTRATE LEGAL AND ETHICAL RESPONSIBILITIES

-- The student will be able to:

- 03.01 Discuss the legal framework of the health care occupation.
- 03.02 Explain the medical liability of health care workers.
- 03.03 Explain the patients' "Bill of Rights."
- 03.04 Describe a Code of Ethics consistent with the health care occupation.
- 03.05 Discuss the importance of maintaining confidentiality of information, including computer information.
- 03.06 Recognize the limits of authority and responsibility of health care workers.
- 03.07 Recognize and report illegal and unethical practices of health care workers.
- 03.08 Recognize and report abuse and neglect.
- 03.09 Recognize sexual harassment and domestic violence.

04.0 DEMONSTRATE AN UNDERSTANDING OF AND APPLY WELLNESS AND DISEASE CONCEPTS -- The student will be able to:

- 04.01 Develop a basic understanding of the structure and function of the body systems.
- 04.02 Identify personal health practices and environmental factors which affect optimal function of each of the major body systems.
- 04.03 Identify psychological reactions to illness including defense mechanisms.
- 04.04 Recognize the steps in the grief process.
- 04.05 Explain basic concepts of positive self image, wellness and stress.
- 04.06 Develop a wellness and stress control plan that can be used in personal and professional life.
- 04.07 Explain the nutrition pyramid.
- 04.08 Discuss the adverse effects of the use of alcohol, illegal drugs and steroids on the human body.

05.0 RECOGNIZE AND PRACTICE SAFETY AND SECURITY PROCEDURES

-- The student will be able to:

- 05.01 Demonstrate the safe use of medical equipment.
- 05.02 Recognize and report safety hazards.
- 05.03 Identify and practice security procedures for medical supplies and equipment.
- 05.04 Demonstrate proper body mechanics.
- 05.05 Demonstrate the procedure for properly identifying patients.
- 05.06 Demonstrate procedures for the safe transport and transfer of patients.
- 05.07 Describe fire safety and evacuation procedures.
- 05.08 Discuss JCAHO patient safety goals. (www.JCAHO.org)

06.0 RECOGNIZE AND RESPOND TO EMERGENCY SITUATIONS

-- The student will be able to:

- 06.01 Monitor and record vital signs.
- 06.02 Describe legal parameters relating to the administration of emergency care.
- 06.03 Obtain and maintain CPR skills.
- 06.04 Demonstrate basic understanding of first aid and emergency care.

- 06.05 Recognize adverse drug related emergencies and take appropriate first aid action.
- 07.0 RECOGNIZE AND PRACTICE INFECTION CONTROL PROCEDURES
 - The student will be able to:
 - 07.01 Demonstrate knowledge of medical asepsis and practice procedures such as handwashing and isolation.
 - 07.02 Demonstrate knowledge of surgical asepsis as utilized in sterilization.
 - 07.03 Describe how to dispose correctly of biohazardous materials, according to appropriate government guidelines such as OSHA.
- 08.0 DEMONSTRATE COMPUTER LITERACY -- The student will be able to:
 - 08.01 Define terms and demonstrate basic computer skills.
 - 08.02 Describe the uses of computers in health care.
- 09.0 DEMONSTRATE EMPLOYABILITY SKILLS -- The student will be able to:
 - 09.01 Conduct a job search.
 - 09.02 Secure information about a job.
 - 09.03 Identify documents that may be required when applying for a job.
 - 09.04 Complete a job application form correctly.
 - 09.05 Demonstrate competence in job interview techniques.
 - 09.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
 - 09.07 Identify acceptable work habits.
 - 09.08 Demonstrate knowledge of how to make job changes appropriately.
 - 09.09 Demonstrate desirable health habits.
 - 09.10 Recognize appropriate affective/professional behavior.
 - 09.11 Write an appropriate resume.
- 10.0 DEMONSTRATE KNOWLEDGE OF BLOOD BORNE DISEASES, INCLUDING AIDS
 - The student will be able to:
 - 10.01 Distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens including Hepatitis B.
 - 10.02 Identify community resources and services available to the individuals with diseases caused by blood borne pathogens.
 - 10.03 Identify "at risk" behaviors which promote the spread of diseases caused by blood borne pathogens and the public education necessary to combat the spread of these diseases.
 - 10.04 Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to the care of all patients following Centers for Disease Control (CDC) guidelines.
 - 10.05 Demonstrate knowledge of the legal aspects of AIDS, including testing.
- 11.0 APPLY BASIC MATH AND SCIENCE SKILLS -- The student will be able to:
 - 11.01 Draw, read, and report on graphs, charts and tables.

- 11.02 Measure time, temperature, distance, capacity, and mass/weight.
- 11.03 Make and use measurements in both traditional and metric units.
- 11.04 Make estimates and approximations and judge the reasonableness of the result.
- 11.05 Convert from regular to 24 hour time.
- 11.06 Demonstrate ability to evaluate and draw conclusions.
- 11.07 Organize and communicate the results obtained by observation and experimentation.
- 11.08 Ask appropriate scientific questions and recognize what is involved in experimental approaches to the solution of such questions.
- 11.09 Calculate ratios.

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12.0 USE APPROPRIATE MEDICAL AND SCIENTIFIC TERMINOLOGY--The student will be able to:

- 12.01 Spell, define and pronounce medical words and their components.
- 12.02 Define and use medical abbreviations.
- 12.03 Identify and explain structure and function of the human body.
- 12.04 Identify disorders and treatments of the human body.

13.0 APPLY RULES OF ENGLISH GRAMMAR AND PUNCTUATION--The student will be able to:

- 13.01 Recognize and use the principal parts of speech.
- 13.02 Recognize and use punctuation marks.
- 13.03 Apply rules of numerical expression.
- 13.04 Apply rules of capitalization.
- 13.05 Define and use abbreviations.
- 13.06 Demonstrate ability to spell words in common usage and use reference sources.
- 13.07 Edit and proofread transcription.
- 13.08 Recognize and use report formats.

14.0 UTILIZE MEDICAL REFERENCES--The student will be able to:

- 14.01 Use medical dictionaries and specialty word books.
- 14.02 Identify and use trade, generic and chemical drug names utilizing reference sources.
- 14.03 Identify and use diagnostic test terminology.
- 14.04 Access and use resources located on the internet.

15.0 OPERATE WORD PROCESSING/TRANSCRIPTION EQUIPMENT--The student will be able to:

- 15.01 Demonstrate keyboarding skills.
- 15.02 Demonstrate use of transcriber.
- 15.03 Transcribe a required minimum number of the following reports using an established format: history and physical, consultations, discharge summaries, operative reports and special reports.
- 15.04 Demonstrate the use of word processing programs, including commands.

- 15.05 Demonstrate a knowledge of abbreviation expanders and other productivity-enhancing software.
- 16.0 PRACTICE SAFETY AND SECURITY SPECIFIC TO MEDICAL TRANSCRIBER--The student will be able to:
 - 16.01 Follow medical record policies and procedures for security, including confidentiality.
 - 16.02 Demonstrate workstation ergonomics specific to the medical transcriptionist.
 - 16.03 Implement appropriate JCAHO patient safety goals.
- 17.0 EXPLAIN THE ROLE OF HEALTH INFORMATION SERVICES--The student will be able to:
 - 17.01 Describe the organizational structure and functions of the Health Information Department.
 - 17.02 Demonstrate use of filing systems in retention and retrieval of medical records.
 - 17.03 Describe the development and function of the health record.
 - 17.04 Explain the use of the health record by state, federal, accrediting and licensing agencies.
 - 17.05 Use a master patient index system.
- 18.0 DEMONSTRATE ETHICAL AND LEGAL PRINCIPLES WITH REGARD TO THE USE OF MEDICAL RECORDS--The student will be able to:
 - 18.01 Explain the importance of maintaining ethical and legal standards in compiling and using medical records.
 - 18.02 Maintain workstation confidentiality.
 - 18.03 Explain medical record authentication and its legal implications.
 - 18.04 Explain the scope of practice of the medical transcriptionist.
 - 18.05 Discuss the code of ethics of the American Association for Medical Transcription (AAMT).
 - 18.06 Discuss the code of ethics of the American Health Information Management Association (AHIMA).
 - 18.07 Observe Health Insurance Portability and Accountability Act (HIPAA) regulations.

