

Print Date: 11/6/19
Spokane Community College
Course Learning Outcomes and Outline

Course Title: Medical Office Transcription 2

Prefix and Course Number: MSEC 241

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Demonstrate the ability to provide medical documentation reports through transcription skills.

Course Outline: This course is a continuation of and builds upon the MSEC 240 course.

- I. Learn to complete a variety of healthcare documentation reports
 - A. Process, type and transcribe a variety of healthcare documentation reports
 - B. Other dictation including:
 - 1. Chart notes
 - 2. Medical reference letters
 - 3. Medicology reports
 - 4. Consultation letters
 - 5. Interoffice correspondence
 - 6. Manuscripts and abstracts