

ADMM1160 - Medical Documentation II

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| Credits: | 3 (1/2/0) |
| Description: | This course is an extension of Medical Documentation I, expanding skills in the English language, technology, medical knowledge, proofreading, editing, research and extracting information from healthcare records. |
| Prerequisites: | <ul style="list-style-type: none"> • ADMM1104 • ADMM1110 |
| Corequisites: | |
| Pre/Corequisites*: | |
| Competencies: | <ol style="list-style-type: none"> 1. Accurately proofread and edit commonly dictated reports from a variety of medical specialties using appropriate formats. 2. Apply language skills and medical knowledge to appropriately edit, revise and clarify dictation without altering the meaning or changing the author's speaking style. 3. Recognize, evaluate and interpret inconsistencies, discrepancies and inaccuracies in medical dictation. 4. Evaluate the accuracy of transcribed healthcare records on computer screens and/or hard copy. 5. Recognize situations requiring assistance from a supervisor, co-worker or originator in order to understand dictation and transcribe reports. 6. Analyze and provide solutions to common ergonomic problems in the medical office work environment. 7. Identify and use appropriate references while transcribing, proofreading, editing and revising healthcare records. 8. Display professional work habits. 9. Display compliance with the Health Insurance Portability and Accountability Act (HIPAA) confidentiality guidelines. 10. Demonstrate proficiency using electronic methods to research, proofread and edit healthcare reports. |
| MnTC goal areas: | None |

*Can be taking as a Prerequisite or Corequisite.