

## 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"> <li>• ADMM1104</li> <li>• ADMM1110</li> </ul>  |
| Corequisites:      |   |
| Pre/Corequisites*: |   |
| Competencies:      | <ol style="list-style-type: none"> <li>1. Accurately proofread and edit commonly dictated reports from a variety of medical specialties using appropriate formats.</li> <li>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.</li> <li>3. Recognize, evaluate and interpret inconsistencies, discrepancies and inaccuracies in medical dictation.</li> <li>4. Evaluate the accuracy of transcribed healthcare records on computer screens and/or hard copy.</li> <li>5. Recognize situations requiring assistance from a supervisor, co-worker or originator in order to understand dictation and transcribe reports.</li> <li>6. Analyze and provide solutions to common ergonomic problems in the medical office work environment.</li> <li>7. Identify and use appropriate references while transcribing, proofreading, editing and revising healthcare records.</li> <li>8. Display professional work habits.</li> <li>9. Display compliance with the Health Insurance Portability and Accountability Act (HIPAA) confidentiality guidelines.</li> <li>10. Demonstrate proficiency using electronic methods to research, proofread and edit healthcare reports.</li> </ol> |
| MnTC goal areas:   | None  |

\*Can be taking as a Prerequisite or Corequisite.