COURSE TITLE & NUMBER: Document Fundamentals of Editing and Scribing: MEDS 1615
CREDITS: 3 (2 Lec / 1 Lab)
PREREQUISITES: ALHE 1600: Medical Terminology

CATALOG DESCRIPTION:
Document Fundamentals of Editing and Scribing presents documentation standards as applied to both manual and electronic health care records. Medical document editing techniques are emphasized while reviewing medical communication guidelines, proofreading, and formatting rules. This course introduces medical scribing as a career along with scribing techniques.

OUTLINE OF MAJOR CONTENT AREAS:
1. Medical editing and scribing careers
   A. Scope
   B. Equipment
   C. Skills
2. The changing nature of the work environment
3. Types of medical records
   A. Traditional medical documentation
   B. Electronic medical records
4. Different recording techniques
   A. Transcription
   B. Editing
   C. Scribing
5. Medical record resources
   A. Hardware
   B. Software
   C. References
6. Proofreading standards
   A. Grammar
   B. Punctuation
   C. Numbers
   D. Symbols
7. Acceptable versus dangerous abbreviation usage
8. Formatting of medical chart documents

COURSE GOALS/OBJECTIVES/OUTCOMES:
1. Students will explore medical editing and scribing careers and the changing nature of the work environment.
2. Students will differentiate between traditional medical documentation techniques and the requirements of electronic medical records as applied to transcription, editing, and scribing.
3. Students will utilize hardware, software, references, and other resources to prepare documentation.
4. Students will apply industry standards for grammar, punctuation, number, and symbol rules to medical documentation.
5. Students will identify acceptable versus dangerous abbreviation usage.
6. Students will demonstrate knowledge of proofreading accuracy standards.
7. Students will format and edit a variety of standard medical chart documents.

MNTC GOALS AND COMPETENCIES MET
N/A

HCC COMPETENCIES MET:
Working Productively and Cooperatively
Thinking Creatively and Critically

STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.

ADDITIONAL INFORMATION: None

Curriculum Committee Approval Date: March 13, 2018

AASC APPROVAL DATE: March 21, 2018
REVIEW DATE: March 2023