

**SLO ARCHIVE**

Student Learning Outcomes for HTEC 101C

Skill Building In Medical Communications and Medical Transcription

Team Members:

Team Leader:

Pat Hassel (8789) in HTEC

Other members:

1. Cassie Hanna (x) NURS
2. Pat Hassel (x8789) HTEC

Additional team members/notes about team:

Anita Kandula, Mary Lavin, Roberta Powers, Juanita Russell, Kathryn Atwood, Cathy Brown.

Additional Notes:

Outcomes:

Outcome 1 Phase I: Statement

Demonstrate a level of competence in the skills learned in Medical Communications and Medical Transcription.

Outcome 1 Phase II: Assessment Strategy Used:

Assessment Quarter: Winter 2011

Assessors:

Assessment Tools: • •

Sections being assessed: 61

Outcome 1 Phase III: Reflect & Enhance

Number of people involved in Phase III: 8

Changes:

Methods:

Embedded test and assignment questions.

Findings and Conclusions:

Seventy-five percent of these students should achieve at least 76% on these questions. The mean score for both majors and non-major's was 100%. They did meet this expectation.

Enhancement (Planned Actions)**Part I:**

Encourage students to use the lab and lab equipment for transcription.

Part II:

No additional resources are required to maintain this level of achievement.

Outcome 2 Phase I: Statement

Demonstrate improvement in speed and accuracy in keyboarding medical reports and transcription.

Outcome 2 Phase II: Assessment Strategy Used:

Assessment Quarter: Winter 2011

Assessors:

Assessment Tools: •

Sections being assessed: 61

Outcome 2 Phase III: Reflect & Enhance

Number of people involved in Phase III: 8

Changes:

Methods:

Embedded test and assignment questions.

Findings and Conclusions:

Seventy-five percent of these students should achieve at least 76% on these questions. The mean score was 100%. They did meet this expectation.

Enhancement (Planned Actions)**Part I:**

Adding The Book of Style for Medical Transcription, which introduces the medical industry standards for medical documents, will be helpful to reinforce necessary information. It is also a workbook that is part of the preparation for the RMT (Registered Medical Transcriptionist) certification recommended by the AHDI.

Part II:

No additional resources are required to maintain this level of achievement.

