DE ANZA COLLEGE
BIOLOGICAL, HEALTH, AND ENVIRONMENTAL SCIENCES
HTEC 61

HTEC 61	**INSTRUCTOR:** Roy Shurtliff
MEDICAL COMMUNICATIONS	**PHONE:** 408-410-1991
FALL QUARTER 2022	**E-MAIL:** shurtliffroy@fhda.edu
OFFICE HOURS	**Tuesday 8:20 – 9:20 PM**

ADVISORY :   **Health Technologies 60A**
Students will be able to: Format medical letters, and medical reports using previously instructed classes in:
- **English**
- **Medical Terminology**
- **Pharmacology**
- **Word Processing**

DAY/HOURS: **HTEC 61, TUESDAYS, 5:30 PM TO 8:20 PM – Remote Learning HTEC101C, WEDNESDAY, LAB to be taken CONCURRENTLY – 5:30 – 8:20 PM 36 Hours Required.**

CATALOG
DESCRIPTION: Application of medical terminology, medical abbreviations using symbols, and numbers. Appropriate formats in medical communications: Medical letters, medical chart notes/progress notes, history and physicals, consultations, operative reports, and worker's compensation letters. Gain knowledge of Electronic Health Record (eHR).

ATTENDANCE: *MANDATORY AT ALL CLASS MEETINGS*. You will be held responsible for all information given during the class sessions even if you are absent. Students that miss more than 2 classes, unexcused, will be dropped from the class with an **F** letter grade. **(Tuesday class sessions and/or Wednesday Lab sessions)**

If students miss the night of the Zoom meeting, these can be made up by listening to the recording that will be posted on Canvas. Roy Shurtliff must be notified in advance if you are not going to attend the Tuesday night meeting in order to be as excused.

STUDENT LEARNING OUTCOMES (SLO)
- Develop the various mechanical formats and guidelines used to prepare a medical history and physical report and design the information which appears in various medical reports.
- Demonstrate words concerned with keyboarding, proofreading and editing of manuscripts and abstracts.

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OBJECTIVES FOR CLASS:
- **Introduction to Health Insurance Portability and Accountability Act (HIPAA).**
- **Identify when and how to use proper grammar, numbers, medical symbols, and abbreviations.**
- **Ability to use reference books, i.e. medical dictionaries, medical workbooks, and other references.**
- **Increase keyboarding skills to minimum of 40 wpm or above. ALL HOME WORK WILL BE TURNED IN, USING WORD PROCESSING.**
- **Organize various medical documents by using guidelines using class workbook and that the instructor provides students during class time.**
- **Organize and identify the various mechanical formats and guidelines for documents in a medical record, such as History and Physical, Operative Reports, Discharge Summaries, and Physician Progress Notes.**
- **Increase the ability to proofread and using editing skills developed during course work performed during home work and class tests.**
- **Recognize alternative clinical settings of the delivery of health care with regard to gender, persons of different cultural backgrounds and those persons with disabilities.**
- **Recognize challenges that might occur in healthcare.**

REQUIRED
TEXTBOOK: <u>**Medical Transcribing, Techniques & Procedures**</u>**, 7TH Edition,**
Marcy O. Diehl, ISBN: 978-1-4377-0439-6

ASSIGNMENTS: All Homework Assignments are to be submitted to the instructor on or prior to the **DUE DATE** listed in the **ASSIGNMENT SCHEDULE.** Assignments must be **TYPED** and **must be turned in by email** at the beginning of class. **5 points will be deducted per week for assignments turned in later than 2 weeks from due date.**

                                <u>**Each assignment must have your name printed on the first page with the name, chapter number and the assignment number.**</u>

EXAMS AND TESTS: Exams and tests are expected to be taken on the dates noted in the Assignment Schedule. **Exams and quizzes will be taken using Canvas.** If an exam or test is missed, a make-up exam must be taken within one week of the scheduled date. If the exam is missed, the instructor must be notified so a new exam time and date can be added to Canvas for the late exam to be taken. Exams taken late will have an automatic **10-point reduction** from the overall score. Exams will be timed and will be **closed book.**

There will be a quiz each night of lecture that will need to be completed in Canvas after the lecture. The quizzes will be timed, but they will be open book and/or notes. **The quizzes may not be made up**. They have to be taken the night of the lecture.

The **Final Project** will be done in Zoom using a power point or some other type of presentation by each student. Each student will have 10 minutes to present their presentation. Please see Final Project handout for requirements for presentation.

EVALUATION: All work assigned will count toward your final grade. Each will be given a point value.

GRADING:

90 –100%	=	A
80 – 89%	=	B
70 – 79%	=	C
60 – 69%	=	D
59% & below	=	F

Breakdown:

Homework	=	100 points (10 assignments at 10 points each)
Chapter Exams	=	300 points (3 exams at 100 points each)
Quizzes	=	90 points (9 quizzes at 10 points each)
Final Project	=	50 points

Total Points Possible = 540 Points

Student Success Center
Need help? De Anza's Student Success Center offers free online and on-campus tutoring and workshops!
Visit http://www.deanza.edu/studentsuccess for our hours and information.
Or just stop by to chat or sign up!

- Academic Skills Center for workshops in ATC 302
- General Subject tutoring in ATC 304

- Listening & Speaking and World Language support in ATC 313

- Math, Science and Technology tutoring in S43
- Writing and Reading tutoring in ATC 309

  Student Success Center Resources are available online to all De Anza students on Canvas: https://deanza.instructure.com/enroll/MAF7Y8

INSTRUCTOR INFORMATION:

Roy Shurtliff, RHIT is your instructor. He is the Health Information Management Director and Facility Privacy Official Regional Medical Center of San Jose. Roy has had 30 plus years of diversified Health Information Management experience at various healthcare facilities.

Professional Affiliations:
American Health Information Management Association, Member
California Health Information Association, Member
North Coast Health Information Association, Member

I look forward in working with you this **FALL QUARTER** and wish you much success in your career as a **Healthcare Professional.**