

School of Health and Human Services

**Medical Transcription, Editing and Documentation
Program Policies**

DATE(S):		
1.	Next Policy Review:	<i>2021-05-01</i>
2.	Admissions & Standards Committee Approval:	<i>2016-05-26</i>
3.	Education Council Approval:	<i>2016-06-16</i>
4.	Effective:	<i>2016-09-01</i>
5.	Previous Revision(s):	<i>New program</i>
CREDENTIAL(S):		Certificate in Medical Transcription, Editing & Documentation

PROGRAM OUTCOMES

- Apply basic knowledge of medical terminology, anatomy, physiology, pathophysiology, and diagnostics in an acute-care setting.
- Practice active listening so that verbal and electronic communication is comprehensive and accurate.
- Act in accordance with codes of ethics, standards, and regulations to conserve the quality and integrity of health records.
- Demonstrate the ability to follow instructions, work independently, adapt to changes and manage time under pressure.
- Comprehend and apply English language, grammar and style when transcribing and editing data.
- Research and utilize designated references, programs, equipment, and technology required to efficiently construct and manage medical records.
- Recognize, interpret, and evaluate inconsistencies, discrepancies, and inaccuracies in traditional and speech-recognized medical transcription.
- Anticipate and embrace changes in the industry by engaging in lifelong learning and adapting work strategies.
- Be an integral part of a team including effective communication, accountability and accomplishing goals.
- Transcribe and edit medical records to the industry standard of a Professional Level 1.

Students in the Medical Transcription, Editing, and Documentation Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (policies.selkirk.ca).

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the

following Medical Transcription, Editing, and Documentation Program requirements to be considered fully-qualified:

1. Academic
 - a) Grade 12 graduation or equivalent or mature student status
 - b) English 10 with a C+ or better
2. General
 - a) Keyboarding speed of 40 words per minute
 - b) Computer skills including knowledge of internet, email, word processing, and file management
 - c) Applicants must submit a completed application form and other required documents (i.e. secondary school and all post-secondary transcripts, application package) to the Registrar's office.
 - d) Applicants are required to complete the College Readiness Tool (CRT) in reading and writing.

B. APPLICATION PROCESS

1. Before an application file is considered complete, the following must be received by the Admissions Office:

- a) Completed application form
- b) Official transcripts of all secondary school and post-secondary education grades
- c) Evidence of keyboarding speed of 40 words per minute
- d) Results of the College Readiness Tool (CRT) in reading and writing.

2. Complete an informational interview with a program instructor.

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

1. A student may obtain credit for a maximum of 75% of program requirements by Transfer Credit, Advanced Placement, Prior Learning Assessment or combination thereof.

D. RE-ENTRY INSTRUCTION

1. Students in good standing who must interrupt their program may apply to re-enter the program within one year of departure.
2. Students who fail to successfully complete a course may apply to re-enter the course the next time it is offered.
3. Priority for re-entry will be given as follows:
 - a) Students who interrupted their program for illness or compassionate reasons.
 - b) Students who failed to meet program requirements for promotion.
4. Students must complete the entire program within two consecutive academic school years of initial entry. Exceptional cases will be considered individually at the discretion of the School Chair.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. Grading

Grading will be based on the MTED table found in Policy 8612 except for MTED 114, 116A and 116B, 124, 130, 134, and 142 which will use the Competency Based Grade table.

A passing grade of 80% is required for MTED 100, 101, 102, 110, 111, 112, and 140.

A passing grade of 95% is required for MTED 114, 124, 130, and 134 to receive a CRG grade as per the policy.

2. Types of Assessments

- a) Assignments: forum postings, peer review
- b) Online quizzes and examinations for theory courses; timed transcription tests
- c) Preceptorship: self-assessment and preceptor feedback documented; instructor is responsible for assigning grade of CRG or NCG

3. Supplemental Assessment(s)

One supplemental test per transcription course (MTED 114, 124, 130, and 134) is allowed for students who do not achieve a 95% or greater on their first attempt. Failure to achieve a 95% or greater on the supplemental test will result in the student having to repeat the course in its entirety.

B. PROMOTION

1. To progress from semester to semester, students must obtain a minimum cumulative GPA of 2.0.
2. Students who fail in any course must re-register and repeat the course in its entirety before proceeding on to the next course.
3. All courses must be completed in the time frame specified by the college timetable. Allowances may be made for the preceptorship due to the ability of the employer to accommodate.
4. Students will be placed on probation for two (2) failed courses.
5. Failure of a third course will be cause for dismissal from the program.

C. GRADUATION

1. Credentials: Certificate
2. Requirements: (see *Policy 8617: Graduation*)

Students must achieve fifty (50) net words per minute (NWMP) keyboarding speed by the end of the program, as documented by a College official or by a standardized testing software recognized by Selkirk College, and successful completion of the following courses:

Name of Program and Credentials: Medical Transcription, Editing & Documentation						
Semester 1			Semester 2			
Course Code	Course	Credit	Course Code	Course	Credit	
MTED 100	Medical Terminology I	1	MTED 114	Transcription Speed & Accuracy I (Beginner)	3	
MTED 101	Medical Terminology II	3	MTED 124	Transcription Speed & Accuracy II (Intermediate)	4	
MTED 102	Medical Terminology III	1	MTED 134	Transcription Speed & Accuracy III (Advanced)	2	
MTED 110	Principles of Medical Transcription and Healthcare Documentation	4	MTED 130	Speech Recognition & Editing	5	
MTED 111	Surgery, Pharmacology & Diagnostics	2	MTED 116B	Keyboarding	.5	
MTED 112	Fundamentals of Medical Specialties	5	MTED 142	Preceptorship	3	
MTED 116A	Keyboarding	.5	MTED 140	Transition to Professional Practice	1	
Total Semester Credits		16.5	Total Semester Credits		18.5	
					Total Year Credits	35
					Total Program Credits	35

PART III STUDENT CONDUCT (See also *College Policy 3400: Student Code of Conduct*)

A. ATTENDANCE

To be successful in this program, each course has a minimum required number of hours during which the student uses to practice in preparation for testing. To be successful, some students may be required to spend additional hours on a course(s).

1. Students are to submit monthly time sheets.
2. A student whose reported time is at least 90% of the required time will be considered to have satisfactory attendance.
3. The instructor will not provide substitute learning experiences for students who have unsatisfactory attendance.

B. PROFESSIONAL REQUIREMENTS (See MTED 142 Preceptorship Handbook)

C. PROBATION (See *College Policy 8619: Student Probation*)

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:

Policy 3400: Student Code of Conduct

Policy 6550: Protection of Privacy

Policy 8400: Student Appeals

Policy 8600: Pre-Admissions Basic Skills Assessment

Policy 8611: Admission

Policy 8612: Grading

Policy 8613: Evaluation of Student Learning

Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit

Policy 8615: Standards of Academic Progress

Policy 8616: Student Withdrawals and Refunds

Policy 8617: Credentials and Graduation

Policy 8618: Cheating and Plagiarism

Policy 8619: Student Probation

Policy 8620: Interdisciplinary Studies