

AOS 286 : Healthcare Documentation II

Credits 5

A second healthcare documentation course designed to refine dictation and/or editing skills in proofreading, medical terminology, and speech recognition while progressively increasing accuracy and productivity standards. Taught in an online format; ability to download and play digitized reports required. This class may include students from multiple sections.

Prerequisites

[AOS 285](#)

Course Outcomes

1. Apply prior knowledge of medical terminology, English grammar, punctuation, and spelling rules to transcription and speech recognition editing.
2. Transcribe and/or edit medical documents and specialty reports accurately.
3. Format reports according to Association for Healthcare Documentation Integrity (AHDI) guidelines.
4. Identify, evaluate, and revise inconsistencies and inaccuracies in dictation without changing the medical meaning.
5. Identify and appropriately mark items that require the attention of an external resource.
6. Research and verify patient information for accuracy.
7. Use reference materials and critical thinking skills for accurate completion of reports.
8. Apply relevant legal and HIPAA policies and procedures.