



Utah System of Higher Education

The Gateway, Salt Lake City, UT 84101

801-646-4784

Medical Scribe		Course Description	
<i>Catalog Year: 2024, Required Hours: 480, Credits: 15</i>			
Foundational Courses (Required Hours: 480, Credits: 15)			
<i>Aligned Courses (Required Hours: 15, Credits: 480)</i>		Credits	Hours
TEME 1005	Beginning Medical Scribe	2.00	60.00
<p>This course is an introduction to the duties and responsibilities of the medical scribe in the primary care and emergency department environments. The course provides an overview of the daily duties performed by medical scribes and covers basic pharmacology, medicolegal considerations regarding patient privacy and the elements that comprise the medical note.</p> <p>Objectives:</p> <ul style="list-style-type: none"> Describe the general roles and responsibilities of the medical scribe. List duties which are prohibited to be performed by medical scribes. Describe the classification and recommended uses of common medications used in the primary care and emergency room setting. Define the elements that comprise the medical note. Give examples of the common reasons for visits in the family practice/primary care clinic. Give examples of the common reasons for visits to the emergency department. Describe protected health information (PHI) as stated in the HIPAA Privacy Rule. List common day-to-day security practices performed by clinic personnel to prevent unlawful disclosures of PHI. Compare and contrast the differences between the EMR and EHR systems used health care facilities. 			
TEME 1080	Medical Terminology	2.00	60.00
<p>This course will provide an instruction on how to interpret and understand medical language as well as the basic structure of medical words. Additionally, this course will explore interpretations of medical abbreviations for those seeking a career in medicine.</p> <p>Objectives:</p> <ul style="list-style-type: none"> Identify the role of the four main types of word parts that make up medical terms. Use knowledge of word parts to define unfamiliar medical words. Describe steps to locate medical words using either a medical dictionary or an online resource. Define commonly used word parts, medical terms, and abbreviations. Recognize the importance of spelling medical terms correctly. 			
TEME 1040	Anatomy and Physiology	3.00	90.00
<p>This course will explore the basic structure and function of the human body, as well as common disease processes and treatments.</p> <p>Objectives:</p> <ul style="list-style-type: none"> Describe the structural organization of the human body. List the body systems. Describe body planes, directional terms, quadrants, and cavities. List the major organs that comprise each body system. Identify the anatomical location of major organs in each body system. Compare the structure and function of the human body across the life span. Describe the normal function of each body system. Identify common pathology related to each body system. 			
TEME 1010	Keyboarding for Medical Scribes	1.00	30.00
<p>This is a computer-based, self-paced course designed to develop typing speed and accuracy to a minimum proficiency of 60 wpm.</p> <p>Objectives:</p> <ul style="list-style-type: none"> Demonstrate a minimum typing speed of 60 words per minute on the course exit evaluation. Demonstrate a typing accuracy that does not exceed the number of errors allowed in each exercise and the course exit evaluation. State the ergonomic elements that can reduce typing-related injuries. 			
TEME 1025	Health Insurance & Billing Basics	1.00	30.00
<p>This course provides an introduction to medical insurance coding, billing, and claim processing procedures and how it relates to the documentation in the patient's health record. Provides instruction and practice of medical office financial procedures.</p> <p>Objectives:</p> <ul style="list-style-type: none"> Describe how documentation in the electronic health record (EHR) affects the billing and coding process. Define evaluation and management (E/M) levels and their purpose in the claims and billing process. Define Current Procedural Terminology (CPT) and its purpose in the billing process. Define the Quality Payment Program. List the 10 steps of the billing process. 			



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TEME 1035	Medical Scribe Clinical Applications	3.00	90.00
<p>This course provides practice in synthesizing a complete and accurate medical note from the interaction observed between the provider and the patient. Emphasis will be placed on using correct terminology, abbreviations, spelling, and format. Instruction will also include accessing, navigating, and entering information into the electronic health record.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Document the patient/provider encounter into the electronic patient record. • Make corrections as necessary to the health record that meet legal requirements. • Describe the elements that comprise a complete medical note. • Anticipate and retrieve relevant documents related to the patient's condition the provider might need. • Identify the elements necessary for E/M determination by coding and billing staff. • Navigate the EHR/EMR before, during and after the patient encounter. 			
TEME 1045	Job Seeking Skills for Medical Scribes	1.00	30.00
<p>This course provides experience in developing job-seeking skills necessary to find gainful employment.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Complete a resume. • Complete a reference sheet. • Complete a cover letter. • Respond to common job interview questions. • Compile a list of questions to ask in job interviews. • Write a thank-you letter after an interview. • Participate in a practice job interview. 			
TEME 1070	Medical Scribe Externships	2.00	90.00
<p>This course gives students practical clinical experience working as a medical scribe in an operational medical facility. Medical scribe students will work under the direction of a clinical supervisor and are expected to apply the knowledge and skills learned in the classroom to a clinical setting. Additionally, this course provides students with experience in developing job-seeking skills necessary to find gainful employment.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Perform skills of the medical scribe under the direction of a clinical supervisor. 			