

ITT Technical Institute
HT100
Medical Terminology
Onsite Course

SYLLABUS

Credit hours: 4

Contact/Instructional hours: 40 (40 Theory Hours)

Prerequisite(s) and/or Corequisite(s):

None.

Course Description:

This course covers word roots, prefixes, suffixes and combining forms, with emphasis on medical term building and analyzing, spelling, definition and pronunciation.

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Course Description:

This course covers word roots, prefixes, suffixes and combining forms, with emphasis on medical term building and analyzing, spelling, definition and pronunciation.

Where Does This Course Belong?

This is a 1st quarter course in the Health Information Technology Associate degree program.

NOTE: *Refer to the catalog for the state-specific course and program information, if applicable.*

This course is required for the Health Information Technology program. This program covers the following core areas:

- Health Care Data Management
- Health Statistics
- Biomedical Research
- Quality Management
- Health Services Organization and Delivery
- Information Technology and Systems
- Organizational Resources

Course Summary

Major Instructional Areas

1. Fundamental Structure and Principle Components of Medical Terms, including building, analyzing and defining medical terms.
2. Utilization of correct spelling and pronunciation of medical terms.
3. Analysis and Evaluation of relationship between medical terminology, anatomy and ICD 10 Code Assignment

Course Objectives

1. Demonstrate competency of understanding and formulation of medical words relative to word parts, prefixes, and suffixes.
2. Evaluate medical record documentation to identify vague terminology requiring the utilization of the physician query process to assure proper code assignment.
3. Analyze medical record documentation for pertinent patient information.
4. Examine coding guidelines and medical terminology to develop effective physician queries.

Learning Materials and References

Required Resources

Complete Textbook Package	New to this Course	Carried over from Previous Course(s)	Required for Subsequent Course(s)
Shiland, B. J. (2012). <i>Medical terminology and anatomy for ICD-10 coding</i> (1st ed.). St. Louis, MO: Mosby.	■		
Dorland, W. A. N. (2013). <i>Dorland's pocket medical dictionary</i> (29th ed.). Philadelphia, PA: Saunders.	■		
The American Health Information Management Association. (2013). ICD-10-PCS [flashcards]. Chicago, IL: Author.	■		

Recommended Resources

Books and Professional Journals

- The American Health Information Management Association. *Journal of AHIMA*. Chicago, IL. Retrieved from <http://journal.ahima.org/>

Professional Associations

- American Health Information Management Association, <http://www.ahima.org/>
- American Medical Association <http://www.ama-assn.org/>

ITT Tech Virtual Library (accessed via Student Portal | <https://studentportal.itt-tech.edu>)

- School of Health Sciences>Tutorial Links>Understanding medical words
 - Medline Plus. Understanding medical words: A tutorial from the National Library of Medicine [Web-based Software]. Bethesda, MD: U.S. National Library of Medicine.

Other References

- "Atlas of the Human Body" (American Medical Association)
This Web site provides information about various body parts and related diseases. It also helps patients find doctors on the basis of their medical needs.

<http://www.ama-assn.org/ama/pub/physician-resources/patient-education-materials/atlas-of-human-body.page>

- MedicineNet's Medical Dictionary

This Web site helps you locate the spellings and meanings of difficult medical terms.

<http://www.medterms.com/script/main/hp.asp>

- Online Medical Dictionary

This Web site defines difficult medical terms in easy-to-understand language. It also provides quick access to hard-to-spell and misspelled words.

<http://www.medic8.com/MedicalDictionary.htm>

- Medical Dictionary

This Web site provides an online dictionary of medical terminology.

<http://medical-dictionary.com>

- Discovery Health

This Web site provides information related to the human body and diseases and suggestions on healthy living.

<http://health.discovery.com>

- WebMD

This Web site contains information about health centers that offer suggestions on good health.

<http://www.webmd.com>

- "The Virtual Human Project" (United States National Library of Medicine)

This Web site contains the history relating to how "The Virtual Human Project" came about and the radiological images they took related to the human body.

<http://www.nlm.nih.gov/research/visible/animations.html>

NOTE: All links are subject to change without prior notice.

Information Search

Use the following keywords to search for additional online resources that may be used for supporting your work on the course assignments:

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- Medical Terms
- ICD 10 and medical terms
- Physician Query Sample
- ICD 10 Documentation requirements
- Medical Terminology

Suggested Learning Approach

In this course, you will be studying individually and within a group of your peers. As you work on the course deliverables, you are encouraged to share ideas with your peers and instructor, work collaboratively on projects and team assignments, raise critical questions, and provide constructive feedback.

Use the following advice to receive maximum learning benefits from your participation in this course:

DO	DON'T
<ul style="list-style-type: none">▪ Do take a proactive learning approach▪ Do share your thoughts on critical issues and potential problem solutions▪ Do plan your course work in advance▪ Do explore a variety of learning resources in addition to the textbook▪ Do offer relevant examples from your experience▪ Do make an effort to understand different points of view▪ Do connect concepts explored in this course to real-life professional situations and your own experiences	<ul style="list-style-type: none">▪ Don't assume there is only one correct answer to a question▪ Don't be afraid to share your perspective on the issues analyzed in the course▪ Don't be negative about the points of view that are different from yours▪ Don't underestimate the impact of collaboration on your learning▪ Don't limit your course experience to reading the textbook▪ Don't postpone your work on the course deliverables – work on small assignment components every day

Course Outline

<p>Unit 1: Introduction to Healthcare Terminology and Body Structure and Directional Terminology</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> • Use the rules given to build and spell healthcare terms • Recognize and recall an introductory word bank of prefixes, suffixes, and combining forms and their respective meanings • Recognize and use terms associated with the organization of the body, such as positional and directional terms, planes of the body, body cavities, and abdominopelvic regions and quadrants 			<p>Total outside work: 5.5 hours</p>
<p>READING ASSIGNMENT</p>	<ul style="list-style-type: none"> • Shiland, Chapters 1 and 2 		
<p>OUTSIDE WORK</p>	<p>Activity</p>		<p>Estimated Time</p>
	<p>Complete the reading assignment</p>		<p>120 mins</p>
	<p>Complete Assignment 1.1: Chapters 1 and 2 Reviews found on pages 24-25 and 52-55 in textbook.</p>		<p>60 mins</p>
	<p>Review course resources for Chapters 1 and 2 on Elsevier Site</p>		<p>30 mins</p>
		<p>Study for quiz</p>	<p>120 mins</p>
<p>GRADED ACTIVITIES / DELIVERABLES</p>	<p>Grading Category</p>	<p>Activity/Deliverable Title</p>	<p>Grade Allocation (% of all graded work)</p>
	<p>Assignment</p>	<p>Unit 1, Assignment 1.1: pages 24-25 and 52-55 in textbook</p>	<p>1%</p>

<p>Unit 2: Musculoskeletal System and Connective Tissue</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> • Recognize and use terms related to the anatomy and physiology of the musculoskeletal system • Recognize and use terms related to the pathology of the musculoskeletal system • Recognize and use terms related to the procedures for the musculoskeletal system 			<p>Total outside work: 4 hours</p>
<p>READING ASSIGNMENT</p>	<ul style="list-style-type: none"> • Shiland, Chapter 3 		
<p>OUTSIDE WORK</p>	<p>Activity</p>		<p>Estimated Time</p>
	<p>Complete the reading assignment</p>		<p>120 mins</p>
	<p>Complete Unit 2, Assignment 2.1: pages 128-131 in textbook</p>		<p>60 mins</p>
	<p>Review course resources for Chapter 3 on Elsevier Site</p>		<p>60 mins</p>
<p>GRADED ACTIVITIES / DELIVERABLES</p>	<p>Grading Category</p>	<p>Activity/Deliverable Title</p>	<p>Grade Allocation (% of all graded work)</p>
	<p>Assignment</p>	<p>Unit 2, Assignment 2.1 : pages 128-131 in textbook</p>	<p>1%</p>
	<p>Quiz</p>	<p>Unit 2, Quiz 2.1</p>	<p>3.75%</p>

<p>Unit 3: Skin and Subcutaneous Tissue and The Digestive System</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Recognize and use terms related to the anatomy and physiology of the integumentary system Recognize and use terms related to the pathology of the integumentary system Recognize and use terms related to the procedures of the integumentary system Recognize and use terms related to the anatomy and physiology of the digestive system Recognize and use terms related to the pathology of the digestive system Recognize and use terms related to the procedures of the digestive system 			<p>Total outside work: 7.5 hours</p>
<p>READING ASSIGNMENT</p>	<ul style="list-style-type: none"> Shiland, Chapters 4 and 5 		
<p>OUTSIDE WORK</p>	<p>Activity</p>		<p>Estimated Time</p>
	<p>Complete the reading assignment</p>		<p>120 mins</p>
	<p>Complete Unit 3, Assignment 3.1: Pages 170-173 and pages 217-221 in text book</p>		<p>90 mins</p>
	<p>Review course resources for Chapters 4 and 5 on Elsevier Site</p>		<p>60 mins</p>
		<p>Study for exam</p>	<p>120 mins</p>
<p>GRADED ACTIVITIES / DELIVERABLES</p>	<p>Grading Category</p>	<p>Activity/Deliverable Title</p>	<p>Grade Allocation (% of all graded work)</p>
	<p>Assignment</p>	<p>Unit 3, Assignment 3.1 pages 217-221 in text book</p>	<p>1%</p>

<p>Unit 4: Genitourinary System</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Recognize and use terms related to the anatomy and physiology of the genitourinary system Recognize and use terms related to the pathology of the genitourinary system Recognize and use terms related to the procedures of the genitourinary system 			<p>Total outside work: 7.5 hours</p>
<p>READING ASSIGNMENT</p>	<ul style="list-style-type: none"> Shiland, Chapter 6 		
<p>OUTSIDE WORK</p>	<p>Activity</p>		<p>Estimated Time</p>
	<p>Complete the reading assignment</p>		<p>120 mins</p>
	<p>Complete Unit 4, Assignment 4.1: pages 275-283 in text book</p>		<p>90 mins</p>
	<p>Review course resources for Chapters 6 on Elsevier Site</p>		<p>60 mins</p>
		<p>Study for quiz</p>	<p>120 mins</p>
<p>GRADED ACTIVITIES / DELIVERABLES</p>	<p>Grading Category</p>	<p>Activity/Deliverable Title</p>	<p>Grade Allocation (% of all graded work)</p>
	<p>Assignment</p>	<p>Unit 4, Assignment 4.1 pages 275-283 in textbook</p>	<p>1%</p>
	<p>Exam</p>	<p>Exam 4.1</p>	<p>12.5%</p>

Unit 5: Pregnancy, Childbirth, and the Puerperium Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> Recognize and use terms related to the anatomy and physiology of pregnancy Recognize and use terms related to the pathology of the pregnancy Recognize and use terms related to the procedures for pregnancy 			Total outside work: 7.5 hours
READING ASSIGNMENT	<ul style="list-style-type: none"> Shiland, Chapter 7 		
OUTSIDE WORK	Activity	Estimated Time	
	Complete the reading assignment	180 mins	
	Complete Unit 5 Assignment 5.1: pages 304-307 in textbook	90 mins	
	Review course resources for Chapters 7 and 8 on Elsevier Site	60 mins	
	Study for exam	120 mins	
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Assignment	Unit 5, Assignment 5.1: pages 304-307 in textbook	1%
	Quiz	Quiz 5.1	3.75%

Unit 6: Blood, Blood-Forming Organs and the Immune Mechanism Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> Recognize and use terms related to the anatomy and physiology of the blood and immune systems Recognize and use terms related to the pathology of the blood and immune systems Recognize and use terms related to the procedures for the blood and immune systems 			Total outside work: 9.5 hours
READING ASSIGNMENT	<ul style="list-style-type: none"> Shiland, Chapter 8 		
OUTSIDE WORK	Activity	Estimated Time	
	Complete the reading assignment	180 mins	
	Complete Assignment 6.1: pages 342-345 in textbook	90 mins	
	Review course resources for Chapter 9 on Elsevier Site	60 mins	
	Begin working on Final Project	120 mins	
	Study for quiz	120 mins	
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Assignment	Unit 6, Assignment 6.1 : pages 342-345 in textbook	1%
	Exam	Exam 6.1	12.5%

<p>Unit 7: Circulatory System and Respiratory System</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Recognize and use terms related to the anatomy and physiology of the respiratory and circulatory system Recognize and use terms related to the pathology of the respiratory system and circulatory system Recognize and use terms related to the procedures for the respiratory and circulatory system 			<p>Total outside work: 7.5 hours</p>
READING ASSIGNMENT	<ul style="list-style-type: none"> Shiland, Chapters 9 and 10 		
OUTSIDE WORK	Activity	Estimated Time	
	Complete the reading assignment	180 mins	
	Complete Unit 7 Assignment 7.1: pages 410-413 and 449-453 in text book	90 mins	
	Review course resources for Chapters 10,11 and 12 on Elsevier Site	60 mins	
	Study for Quiz	120 mins	
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Assignment	Unit 7, Assignment 7.1 : pages 410-413 and 449-453 in text book	1%
	Project	Project 7.1	5%
	Quiz	Quiz 7.1	3.75%

<p>Unit 8: Nervous System and Mental and Behavioral Disorders</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Recognize and use terms related to the anatomy and physiology of the nervous system. Recognize and use terms related to the pathology of the nervous system Recognize and use terms related to the procedures for the nervous system Recognize and use terms related to the pathology of mental and behavioral health Recognize and use terms related to the procedures for mental and behavioral health 			<p>Total outside work: 9.5 hours</p>
READING ASSIGNMENT	<ul style="list-style-type: none"> Shiland, Chapters 11 and 12 		
OUTSIDE WORK	Activity	Estimated Time	
	Complete the reading assignment	180 mins	
	Complete Assignment 8.1: pages 494-497 and 519-521 in text book	120 mins	
	Review course resources for Chapters 13 and 14 on Elsevier Site	60 mins	
	Work on final project	120 mins	
	Study for quiz	90 mins	
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Assignment	Assignment 8.1 : pages 494-497 and 519-521 in textbook	1%
	Quiz	Quiz 8.1	3.75%

Unit 9: Eye and Adnexa and Ear and Mastoid Process Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> Recognize and use terms related to the anatomy and physiology of the eye and ear Recognize and use terms related to the pathology of the eye and ear Recognize and use terms related to the procedures for the eye and ear 			Total outside work: 7 hours
READING ASSIGNMENT	<ul style="list-style-type: none"> Shiland, Chapters 13 and 14 		
OUTSIDE WORK	Activity	Estimated Time	
	Complete the reading assignment	120 mins	
	Complete Assignment 9.1: pages 550-553 and 570-573	120 mins	
	Review course resources for Chapters 1 and 2 on Elsevier Site	60 mins	
	Work on final project	120 mins	
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Assignment	Unit 9, Assignment 9.1: pages 550-553 and 570-573	1%

Unit 10 : Endocrine System and Nutritional and Metabolic Diseases Upon completion of this unit, students are expected to: <ul style="list-style-type: none"> Demonstrate ability to converse fluently with medical terms Recognize and use terms related to the anatomy and physiology of the endocrine system Recognize and use terms related to the pathology of the endocrine system Recognize and use terms related to the procedures for the endocrine system 			Total outside work: 6 hours
READING ASSIGNMENT	<ul style="list-style-type: none"> Shiland, Chapter 15 		
OUTSIDE WORK	Activity	Estimated Time	
	Continue working on Final Project	180 mins	
	Complete reading assignment	60 mins	
	Complete Assignment 10.1 pages: 600-603 in text book	120 mins	
GRADED ACTIVITIES / DELIVERABLES	Grading Category	Activity/Deliverable Title	Grade Allocation (% of all graded work)
	Assignment	Unit 10, Assignment 10.1: pages 600-603 in textbook	1%

<p>Unit 11: Course Review and Final Exam</p> <p>Upon completion of this unit, students are expected to:</p> <ul style="list-style-type: none"> Recognize, recall and apply the basic medical terms associated with the various body systems Recognize and use terms related to the anatomy and physiology of the various body systems Demonstrate the ability to use the rules given to build and spell medical terms 			<p>Total outside work: 8 hours</p>
<p>READING ASSIGNMENT</p>	<ul style="list-style-type: none"> None 		
<p>OUTSIDE WORK</p>	<p>Activity</p>		<p>Estimated Time</p>
	<p>Study for final exam</p>		<p>240 mins</p>
	<p>Finish work on final project for submission</p>		<p>120 mins</p>
<p>GRADED ACTIVITIES / DELIVERABLES</p>	<p>Grading Category</p>	<p>Activity/Deliverable Title</p>	<p>Grade Allocation (% of all graded work)</p>
	<p>Project</p>	<p>Unit 11, Project 11.1</p>	<p>15%</p>
	<p>Final Exam</p>	<p>Final exam</p>	<p>30%</p>

Evaluation and Grading

Evaluation Criteria

The graded assignments will be evaluated using the following weighted categories:

Category	Weight
Assignment	10%
Exam	25%
Project	20%
Final Exam	30%
Quizzes	15%
TOTAL	100%

Grade Conversion

The final grades will be calculated from the percentages earned in the course, as follows:

Grade	Percentage
A (4.0)	90–100%
B+ (3.5)	85–89%
B (3.0)	80–84%
C+ (2.5)	75–79%
C (2.0)	70–74%
D+ (1.5)	65–69%
D (1.0)	60–64%
F (0.0)	<60%

Academic Integrity

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct, including plagiarism, self-plagiarism, fabrication, deception, cheating, and sabotage. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

(End of Syllabus)