

Medical Style and Grammar

Course Information

Total Credits: 3 credits

Description

The study, synthesis, and application of the rules of English language and medical style as reflected by *AHDI's The Book of Style* or other medical style manuals such as the *AMA Manual of Style*.

Competencies

1. Students will apply correct English usage and the rules of proper grammar, punctuation, and style and will use correct spelling and logical sentence structure.
2. Students will evaluate the reliability of English and medical grammar and style references, as well as reference for research and practice, and will apply information from selected references.
3. Students will apply correct medical style as defined by authorities such as *AHDI's The Book of Style* and or the *AMA Manual of Style*, especially rules that specifically apply to healthcare documentation and editing.

Objectives

1. Apply the roles of spelling, including forming plurals and adjectives, of English words.
2. Define, spell, and use English words commonly used in healthcare documentation.
3. Recognize, correctly spell, and use commonly misspelled English words.
4. Recognize, correctly spell, and use commonly misused English words.
5. Recognize, correctly spell, and use common English homophones (soundalikes).
6. Correctly use Arabic numerals, roman numerals, and units of measure as designated in the most recent edition of *The Book of Style*.
7. Transcribe abbreviations, acronyms, and brief forms in accordance with the most recent edition of *AHDI's The Book of Style*.
8. Correctly assign the parts of speech (nouns, verbs, prepositions, etc.) to words in context.
9. Use rules of correct grammar, including verb tense, subject-verb agreement, and pronoun-antecedent agreement.
10. Correct syntax errors, avoiding dangling modifiers and awkward, unclear, or humorous wording.
11. Apply the rules of punctuation to ensure clarity and accuracy of communication.
12. Recognize and appropriately transcribe, edit, or flag jargon, slang, street talk, regionalisms, profanities (derogatory or inflammatory remarks), obscenities, and vulgarities, in accordance with *AHDI's The Book of Style*.
13. Appropriately transcribe or translate foreign abbreviations and phrases, in accordance with *The Book of Style*.
14. Identify and use appropriate references and other resources.
15. Evaluate and choose appropriate internet references.