

## **TEST PLAN**

### **MEDICAL TRANSCRIPTIONIST 1 - #0010**

1. Minimum Qualifications Screening
2. Those passing the minimum qualifications screening may receive a grade notice that shows a final score of "Qualified"; or Agencies may develop test questions and rating criteria at the time of recruitment.
3. Those with a score of "Qualified" - or those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

### **MINIMUM QUALIFICATIONS**

Training or experience which demonstrates:

Knowledge of proper grammar, punctuation, spelling, capitalization, and syntax.

Knowledge of medical terminology sufficient to transcribe dictation concerning one, or a limited number of, medical specialties.

Skill interpreting and transcribing from voice recordings.

Skill proofreading and correcting information.

Skill using medical dictionaries, textbooks, manuals, trade journals, and/or other reference materials.

On your application, be specific in addressing your training and/or experience to the areas listed in the minimum qualifications.