

GENERAL DESCRIPTION OF CLASS

The MEDICAL TRANSCRIPTIONIST 1 transcribes clinic reports, test results, and other information from voice dictation. This information is dictated by physicians, dentists, nurses, and other medical staff working in a single specialty clinic or limited-specialties medical facility.

DISTINGUISHING FEATURES

This is the first level of a two-level series. Transcription work at this level is in a single medical specialty area or a limited number of medical specialty areas and does not include those jobs which are responsible for transcribing reports and test results covering the full range of medical treatment normally found in a hospital and research facility.

DUTIES AND RESPONSIBILITIES

1. Medical Transcription. Typical tasks: listens to and determines type of information on tape; selects appropriate format for dictated information; types clinic reports and other information from voice dictation by physicians and other medical personnel in a single specialty clinic or limited-specialties medical facility; uses an electric typewriter or automated word processing equipment to produce dictated information in final form as a permanent medical and legal document for patient's medical record; proofreads, corrects and edits grammar, punctuation, syntax and medical terminology; determines correct medical terminology whenever possible when dictation is muffled, or unclear, or when abbreviated and/or incorrect terms are used; retypes transcribed documents following receipt of revised or corrected information from dictation author.
2. Information Gathering. Typical tasks: requests patient's medical record to verify or correct terminology used or procedure described in dictated information when it is unclear; may telephone dictation author to determine content or intent of unclear voice dictated information; may refer problems or questions on dictated information to clerical support staff to obtain information.
3. Recordkeeping. Typical tasks: maintains daily log of transcription time and line counts for each item dictated; completes weekly and/or monthly production reports; may critique work of other transcriptionists as part of quality control program.

Employees in this class work independently and regularly make judgments on the correct use of medical terminology contained in the information dictated.

RELATIONSHIPS WITH OTHERS

In person or telephone contact with people outside the work unit may be limited because incoming work is dictated and received on tape. Some employees in this class may have weekly in person or telephone contact with dictation authors such as physicians, dentists, nurses, and therapists, or their clerical support staffs to obtain missing information, and/or to verify or correct information dictated on tape.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative supervisor. Work is received by telephone dictation and/or cassette tape dictation, and the transcribed information is reviewed periodically by the administrative supervisor for accuracy, completeness, appropriate formatting, keystroke speed, and turnaround time of workload. The dictation author may also review the transcribed work for accuracy, completeness, and appropriate format.

State and Federal confidentiality laws, Administrative Rules, and agency procedures provide guidelines for the release and processing of information. Medical dictionaries, English dictionaries, medical textbooks and reference books are used as references to check spelling, verify information and to keep up with information and terminology on new diseases, treatment procedures, and drugs.

GENERAL INFORMATION

Positions in this class are primarily found in hospitals and health institutions. They require the willingness to work in the environment associated with the position's location and purpose.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of medical terminology sufficient to transcribe dictation concerning one or a limited number of medical specialties using own judgment to determine medical terminology errors.

General knowledge of correct spelling of disease processes, treatments, and medical instruments and tests.

General knowledge of proper grammar, punctuation, spelling, capitalization, and syntax.

Skill in interpreting and transcribing from voice recordings.

Skill in production typing.

Skill in working independently away from authors, using own judgment to make corrections or determine errors.

Skill in proofreading, editing, and correcting information from voice dictation.

Skill in using medical dictionaries, textbooks, manuals, trade journals, and other reference material.

Ability to transcribe information and determine correct medical terminology from voice recordings which may be muffled or unclear, or have abbreviated or incorrect terms.

Ability to learn and keep current on changing medical technology, new treatment, and new drugs.

Ability to follow oral and written instructions.

Ability to use headphones for transcription from cassette tapes.

Ability to maintain confidentiality of patient records.

Some positions in this class may require one or more of the following:

Skill in operating automated word processing equipment.

Ability to work for long periods at a work station in an environment which includes the noise and heat of word processing equipment.

Ability to read a data entry terminal screen for long periods of time.

Ability to maintain harmonious working relationships in a team environment.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be

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required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for all positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.