

Specification for Class of

MEDICAL TRANSCRIPTIONIST

**Abolished Effective July 1, 2007**

Definition: Transcribes detailed medical reports utilizing word processing software and a machine dictation system and/or other voice recording equipment. While duties may involve allied clerical functions, the major responsibility is to produce a volume of accurate medical transcription to specified department standards. May provide training to incumbents in positions designated as In-Training to this class.

Examples of Work:

Schedules, organizes and performs medical transcription for professional and/or contract staff such as physicians, physician assistants, psychiatrists, psychologists, nurses, occupational therapists and social workers;

Produces and/or revises from rough draft, diskette, voice recordings, and/or verbal instruction a wide variety of medical and clinical records and reports such as psychiatric evaluations, competency evaluations, physical assessments, chemical dependency reports, treatment plans and schedules, progress reports, case reviews, discharge and/or release summaries, mortality/morbidity reviews and meeting minutes;

Merges transcribed material with information abstracted from patient records, data base files and other sources to produce reports and summaries per staff direction and/or established guidelines;

Prepares affidavits, petitions and other documents required by law for use by professional/liaison staff in Superior court;

Ensures transcribed medical and clinical records and reports are prepared in compliance with agency, state and federal directives, standards and time requirements;

Proofreads, reviews and edits correspondence and medical records for completeness, format, terminology, abbreviations, symbols, grammar, punctuation, spelling and clarity of expression;

Performs a variety of related clerical support duties such as logging, coding, tracking and distributing documents, correspondence, feeder reports and completed actions; researching medical records, tracking patient admissions, drafting and/or typing correspondence, resolving clerical problems, responding to inquiries, compiling reports, answering telephones, routing calls, taking messages, and receiving, directing and registering visitors, patients, families and others;

Perform related duties as required.

Desirable Qualifications

Completion of a two-year college or vocational medical secretary program, medical transcriptionist program or equivalent.

OR

High school or GED equivalent and two years of typing experience, one of which involved the medical field.

Note: Positions in this class typically require keyboarding or typing accurately at a net speed of 50 words per minute or faster.

New class: 6-15-84

Revised minimum qualifications: 6-15-90

Revised, definition and minimum qualifications and title change (formerly Medical Transcriptionist 2:  
07-01-99