

MEDICAL TRANSCRIPTIONIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs medical secretarial work, transcribing and keyboarding correspondence, reports and other material involving medical terminology. This involves proofreading material for keyboarding errors and transcription content, using knowledge of medical terminology and referring to medical dictionaries or other references when necessary. Responsibility also involves performing related office and clerical duties, as assigned. This level differs from the Secretary I (Medical) classification by the complexity of the work assigned, the amount of supervision available and the scope of the related administrative support tasks assigned at the higher level. Supervision is not a regular responsibility of this class although incumbents may review work assignments of lower level clerical support staff in the Division. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Enters medical reports and correspondence into a word processing program from a Dictaphone or cassette recorder;

Takes minutes at clinical conferences and prepares the same;

Proofreads transcribed material to insure accuracy and content coherence;

Maintains required statistical data and reports using a manual or automated information system;

Maintains a liaison with other clinical ancillary divisions to assure the expeditious transmittal of medical reports, test results, etc.;

Maintains roster and duty assignments for house staff member and medical student rotations through the clinical service;

Opens and screens mail and routes to appropriate staff;

Maintains and assembles the medical charts of patients being treated by Clinical Division Director;

Establishes personal contact with patients and their families during office visits and phone conversations, and demonstrates sensitivity and compassion in all such situations;

Maintains accurate and complete records and files;

Maintains adequate office supplies and reorders them as needed;

Answers telephones and gives routine information regarding divisional activities;

Fills out and processes appropriate and required forms;

Duplicates documents, forms, correspondence and reports using photocopying equipment;

EXAMPLES OF WORK: (Cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining level of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of medical terminology; good knowledge of modern office procedures and equipment; good knowledge of English grammar; ability to transcribe complex medical terminology from a Dictaphone; keyboarding ability of not less than 35 words per minute; ability to maintain effective working relationships with a broad spectrum of physicians, medical staff, patients, etc.; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment, especially as it relates to the confidentiality of patients' medical data; initiative; resourcefulness; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years experience where the primary function of the position was clerical involving typing or word processing, which must have included one year of medical transcription experience.

SUBSTITUTIONS: Satisfactory completion of a) 30 credits* at a recognized college or university may be substituted for each year of the required clerical and typing/word processing experience up to a maximum of two years; b) an approved post high school secretarial or business course* may be substituted for one year of the required clerical and typing/word processing experience; or c) a medical assistant, medical secretarial, or medical transcription course* may be substituted for the one year of medical transcription experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C1845
Job Group: VI