

SENIOR MEDICAL TRANSCRIBER

DISTINGUISHING FEATURES OF THE CLASS: This is specialized typing work involving accurate medical transcription at a rapid speed from dictating machine and/or straight copy. The work may also involve the provision of routine training and/or work guidance to others. The position differs from a Medical Transcriber primarily in the complexity of the work performed. The work may also include office clerical duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Transcribes and types a variety of medical reports (such as patient history and physical exams, discharge summaries, operative, radiological, psychiatric, psychological, and other special mental health reports) and progress notes;
Reviews and edits all transcribed reports in order to ensure accuracy before transferring them to patient units;
Provides guidance and routine training to other transcribers in medical and psychiatric terminology;
Monitors the operation of the central dictation system and transcription equipment for break-downs and calls for repairs when needed;
Maintains an inventory of supplies necessary for medical transcription;
May respond to requests for information;
May coordinate and act as a lead worker for Medical Transcribers;
May operate other office machinery.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to type at a rate of fifty-five (55) words per minute* with a maximum of five (5) percent errors in a practical test; ability to understand and carry out moderately complex oral and written instructions; ability to communicate effectively; ability to spell and correctly use medical, psychiatric and pharmaceutical terms.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience which involved the recognition and use of medical terminology on a regular, on-going basis.

NOTE: Successful completion of a course in Medical Transcription may be substituted for one (1) year of the required clerical experience. Academic, appropriate vocational training or additional clerical experience may be substituted for schooling on a year-for-year basis.

PROMOTION: One (1) year permanent status as a Medical Transcriber.

*To be demonstrated during the probationary period.