

MEDICAL TRANSCRIPTIONIST TITLE SERIES DEFINITIONS

I. DEFINITIONS

MEDICAL TRANSCRIPTIONIST

Positions allocated to this level perform all the work of an Medical Transcriptionist – Senior, but are in the process of learning the wide variety of medical, pharmacology, instrumentation, diagnostic, procedure and surgical terminology, anatomy and physiology, the different types of medical reports and their proper format. Positions function at this level until all the basic skills or terminology associated with the work unit are mastered and being performed at a satisfactory level. Work is performed under close progressing to limited supervision.

MEDICAL TRANSCRIPTIONIST – SENIOR

Positions allocated to this level perform the full range of medical transcription and proofreading duties which typically include operative reports, radiology reports, discharge summaries, history and physical examination reports, physician orders and diagnostic information, psychiatric and psychological reports, clinic notes, and correspondence regarding the patient record. The employee is responsible for recognizing, interpreting and evaluating inconsistencies in medical dictation and edits, revising and clarifying without altering the meaning; clarifying dictation which is unclear or incomplete; and verifying patient information for accuracy and completeness. Work is performed under general supervision.

II. QUALIFICATIONS

Most positions will require formal training as a Medical Transcriptionist which is typically obtained through a technical college or correspondence course program.