

Classification and Qualification STANDARDS

Medical Transcriber

Class Code: 1144
FLSA: Non-Exempt

Classification Standard Reformatted: 06-01-2013

OVERVIEW:

Under general supervision, Medical Transcribers operate transcription equipment and computer to prepare records, correspondence, and reports requiring use of medical terminology; prepare and process records to document clinical diagnoses, test procedures and services rendered at a student health center.

Although the responsibility for the accuracy of medical material, which is transcribed and typed, rests with the dictator, Medical Transcribers must have sufficient knowledge of medical terminology to relieve health professionals of clerical activities and excessive proofreading.

Medical transcription is the major responsibility in this classification (over 50% of the time) and other clerical activities are incidental to the production of dictated materials.

TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Medical Transcribers typically perform work involving some or all of the following duties: transcribe and type confidential medical information dictated by medical officers, consultants, nurses, and other professionals by listening to and operating transcribing machines; use ear devices, dials and pedals to control the quality of voice reproduction and the speed of transcription; make entries in records; process case records for completeness, dates and signatures; identify records that are incomplete and obtain necessary information; may serve students directly by acting as a receptionist, making appointments, explaining procedures, or providing information; and, may assist in tabulating statistical information.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of medical terminology, anatomy, and use of medical dictionaries and reference texts; general knowledge of modern office methods, supplies, and equipment; thorough knowledge of good English and correct grammar, spelling and punctuation.

Ability to independently draft and prepare clear and concise final copies of dictated materials, memoranda, and correspondence related to medical of sources: comprehend medical terminology at a level sufficient for accurate transcription of involved information, messages, and technical reports; maintain confidentiality of information; hear at a level appropriate for accuracy in transcribing; read medical diagnoses and comprehend content at a level sufficient to identify omissions and inconsistencies and areas in verbiage that appear to need clarification; type at a corrected rate of 45 words per minute; and transcribe with a high rate of accuracy and speed.

Experience: Equivalent to one year of office clerical experience involving taking and transcribing dictation with 6 months of medical dictation in a hospital, clinic, or medical setting. Completion of courses in medical terminology may be substituted for the medical transcription experience.