



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00693</b>	Pay Grade:	<b>4</b>
JD Title:	<b>Transcriptionist</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Data Management</b>		

## General Description

Responsible for using a dictaphone to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribes dictated reports and translates medical jargon and abbreviations into their expanded forms.

## Representative Duties & Responsibilities

- Use a dictaphone to transcribe a variety of documents and reports.
- Distinguish between homonyms, and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
- Identify mistakes in reports, and check with doctors to obtain the correct information.
- Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.
- Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material.
- Return dictated reports in printed or electronic form for physicians' review, signature, and corrections, and for inclusion in patients' medical records.
- Upload reports to the hospital database system.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.
- Perform a variety of clerical and office tasks, such as handling incoming and outgoing mail, completing and submitting insurance claims, typing, filing, and operating office machines.

## Supervision

- No formal supervision of others is required.

## Qualifications

- 1 year Community College diploma in Medical Transcription or related field.
- Requires 1 year of relevant experience.

---

## Effort

---

### Physical Effort:

- A typical work day consists of up to 2 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and enter data into databases.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
  - Transcribing medical records and reports for prolonged periods of time.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
  - Collecting routine information and files to word process routine documents such as correspondence and forms.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Transcribing a variety of documents and reports.
  - Recognizing inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
  - Identifying mistakes in reports, and check with doctors to obtain the correct information.
- Elements of high mental effort are not a regular feature of this job.

---

## Working Conditions

---

### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Occasionally handles competing requests from multiple sources.

### Health & Safety:

- Prolonged periods of production oriented keyboarding.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00693</b>	Pay Grade:	<b>4</b>
JD Title:	<b>Transcriptionist</b>	Total Points:	<b>349</b>
Job Family:	<b>Data Management</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>3.0</b>	60
	2. Breadth of Knowledge	<b>1.0</b>	5
	3. Adaptation to Change/Updating of Learning	<b>1.5</b>	8
	4. Interpersonal Skill	<b>2.0</b>	23
	5. Education and Experience	<b>C2</b>	48
	6. Dexterity and Coordination	<b>3.0</b>	21
<b>Effort</b>	7. Physical Effort	<b>3.0</b>	18
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>2.0</b>	28
	10. Responsibility for Others	<b>1.0</b>	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.0</b>	39
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>1.0</b>	3
	14. Health and Safety	<b>3.0</b>	28