

Job Title: Medical Transcriptionist
Department: Transcription
Reports to: Transcription Manager
FLSA: Non-Exempt

Summary: The Medical Transcriptionist transcribes all physician dictation and performs general administrative secretarial duties.

Typical Physical Demands: Requires prolonged sitting, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, and other office equipment. Requires normal range of hearing and eye sight to record, prepare, and communicate appropriate reports. Requires dexterity to type 60 wpm.

Typical working conditions: Work is performed in an office environment. Involves frequent contact with staff and the public. Work may be stressful at times. Contact may involve dealing with angry or upset people.

Responsibilities and Duties:

- Responsible for maintaining pathology history files.
- Provide liaison and handles phone inquiries with clients
- Transcribes physician dictation
- Other duties or responsibilities as assigned or requested by the departmental supervisor.
- Schedules frozen sections performed at Stanislaus Surgery Center and Oak Valley District Hospital.
- Assists Oak Valley Pathologist with quarterly QA report for Oak Valley District Hospital.
- Responsible for slide referral preparation and handling
- Provides back-up for Executive Secretary in her absence.
- Provides back-up coverage for Sonora transcription as needed.
- Performs and demonstrates proficiency and understanding of all medical transcriber procedures.
- Demonstrates ability in problem-solving situations and initiates corrective action with minimum supervision.
- Maintains strictest confidentiality
- Performs related duties as assigned.

Performance Requirements:

- Knowledge of organization policies, procedures, systems.
- Knowledge of health care administration practices.
- Knowledge of computer systems and applications. Knowledge of secretarial practices.
- Knowledge of grammar, spelling, and punctuation to type from draft copy. Review and edit reports and correspondence.
- Skill in written and verbal communication. Skill in gathering and reporting information.
- Ability to work effectively with staff, patients, physicians and clients.
- Ability to exercise initiative, problem-solving, decision making.
- Ability to work independently.
- Ability to maintain a high standard of performance.
- Attention to detail required.

Education: High school graduate

Experience:

- Minimum of one (1) year transcriber experience preferred.
- Knowledge of medical terminology preferred
- Typing ability 60 wpm
- Word processing computer experience