

 Oroville Hospital	Job Description for Medical Transcriptionist	Department:	Health Information Management
		Dept.#:	8700
		Last Reviewed:	05/08; 08/12
		Last Updated:	

Reports To

Director of Health Information Management

Job Summary

Under general supervision, a Medical Transcriptionist transcribes reports and records dictated by physicians and other health professionals involving a wide variety of difficult medical terminology such as x-ray and surgical reports, patient histories, physical examinations, consultations, discharge summaries, pathology tissue reports, Emergency Room dictation, cardiopulmonary reports, and special notes.

Duties

1. Transcribes minutes of medical conferences and meetings
2. Assists in maintaining and updates files
3. Makes new charts, retrieving old charts as necessary
4. Assigns and retrieves the work of the other clerical employees
5. Answers telephones
6. Prepares duplicates of reports to be sent to private physicians
7. Searches for information needed to complete records
8. Uses a variety of resource material to insure correct spelling, terminology and dates
9. Maintains record of daily production statistics
10. Distributes completed work as appropriate and does related work as required

Qualifications

1. 2 years of secretarial or stenographic experience
2. One year experience must be in transcribing medical records and reports requiring knowledge of medical terminology
3. Word Processing familiarity is preferred
4. One year of specialized education or training above the high school level in medical transcription may be substituted for the required year of experience as a medical Transcriptionist

5. Knowledge of a wide variety of medical terminology
6. Knowledge of correct use of English, grammar and punctuation
7. Knowledge of the principles and practices of modern office methods, including filing
8. Ability to transcribe medical reports from a mechanical source with speed and accuracy
9. Ability to adjust to various styles of dictation
10. The ability to understand and follow oral and written directions
11. Ability to establish and maintain effective working relationships with other employees, physicians and the general public

Lifting Requirements

Sedentary-generally not lifting not more than 10 lbs maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.