



POSITION DESCRIPTION

POSITION TITLE:	MEDICAL TRANSCRIPTIONIST
DEPARTMENT:	HEALTH INFORMATION SERVICES
CLASSIFICATION:	MEDICAL TRANSCRIPTIONIST
UNION:	MGEU – FACILITY SUPPORT
STD. GRP#:	85

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER, HEALTH INFORMATION SERVICES – SELKIRK
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Responsible for the accurate, concise and timely transcription of medical information utilizing approved templates to ensure consistent and professional generation of medical documents. This position is also responsible for the distribution of transcribed reports to specified health care providers for continued patient care and contributes to the overall maintenance, completeness and accuracy of the patient health record. While maintaining confidentiality in all matters relating to clients, staff and the organization, the incumbent works co-operatively in a matrix structure to support the functions of Health Information Services. The position of Medical Transcriptionist functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Performs medical transcription within established standards for the region.

- Distributes transcribed documents to the designated recipients, ensuring the faxing transactions are accurate and complete.
- Ensures the use of consistent templates for all report types.
- Ensures timely turnaround of transcribed documents, as per the prescribed schedule.
- Develops a standardized transcription dictionary to serve as an on-going reference.
- Maintains a listing of all authorized dictators, including up to date contact information.
- Follows the prescribed routing of prioritized documents, ensuring that the documents are transcribed accordingly.
- Works collaboratively with the site health information services team, to ensure all dictated reports are processed and distributed to the appropriate location.
- Maintains a professional working relationship with providers, to facilitate the dictation and transcription process.
- Identifies inaudible dictation and forwards it to the dictator for verification in a timely manner.
- Tracks and updates any incomplete documents, once verification is received.
- May serve as a facility Event Registrar, ensuring that Death and Birth Certificates are completed and submitted to Vital Statistic in accordance with the prescribed requirements.
- Participates in any quality improvement initiatives within the Health Information Services Department.

OTHER

- Other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of a Recognized Medical Transcription Certified Course.

REQUIRED KNOWLEDGE:

- Excellent writing skills; including proper spelling, grammar and punctuation
- Must be proficient with basic computer skills

EXPERIENCE REQUIRED:

- Minimum two (2) years' experience working in a health care setting preferred
- Experience working in a medical transcription application

SKILLS/COMPETENCIES:

- Excellent keyboarding skills with a minimum of 80 wpm.
 - Demonstrated effective communication skills
 - Ability to effectively work in a team environment
 - Must be able to work independently
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: _____
Date

Revised: _____
May 2016
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.