

DAVIS COUNTY HOSPITAL
Job Description

TITLE: Medical Transcriptionist

DEPARTMENT: Health Information Management

JOB GRADE: 6

APPROVED BY:

FORMER REVISION: 02/04

LATEST REVISION: 06/10

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This job description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned.

DEPARTMENT OBJECTIVE:

Maintenance of medical records/health information for Hospital and physician use for the benefit of Davis County Hospital patients.

JOB SPECIFICATIONS:

Education & Training: High school graduate with commercial courses; courses in typing, office methods, Business English.

Experience: Two years in medical transcription experience preferred. Computer and computer applications experience required. Knowledge of medical terminology, medical transcription guidelines and practices required. Ability to understand diverse accents, dialects, and varying dictation styles required. Previous hospital experience preferred.

Abilities: Finger dexterity when using computer and dictation equipment.

Ability to distinguish different dictator's accents. Ability to type 50+ WPM accurately. Strong organizational and spelling skills.

REPORTING RELATIONSHIPS:

Reports to: Assistant HIM Manager

Supervises: N/A

JOB SUMMARY:

Transcribes dictation by physicians and other healthcare professionals while maintaining confidentiality.

ESSENTIAL FUNCTIONS:

1. Transcribes all dictation (listed below) completely, accurately, and efficiently.
 - History and Physicals
 - Progress Notes
 - Emergency Room Reports
 - Radiology Reports
 - Physical Therapy Notes and Evaluations
 - Occupational Therapy Notes and Evaluations
 - Consultations
 - Discharge Summaries
 - Operative Reports
 - Clinical Notes and Procedure Notes.
 - Miscellaneous Reports and Letters as directed
2. Effectively operates dictation/transcription equipment/software as directed to complete assignments.
3. Prints all reports on designated paper/forms and print copies as directed.
4. Provides services to all patients including neonatal, pediatric, adolescent, adult and geriatric.
5. Will relay pertinent information via phone to designated persons regarding physicians, insurance companies, etc.
6. Adheres to hospital personnel policies and policies of the HIM department and follows hospital and departmental quality assurance protocols.
7. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
8. Will attend 75% of all department meetings.

MARGINAL FUNCTIONS:

1. Answers phone.
2. Retrieves charts requested by physicians, nursing stations, emergency room, etc. for review.
3. Quality improvement education, team activity, and/or reporting as directed.
4. Calls for maintenance/repairs on all dictation and transcription equipment.
5. Performs other duties as assigned or directed.
6. Will assist in filing when assigned.
7. May assist in release of information.

WORKING CONDITIONS:

The worker is not substantially exposed to adverse environmental conditions.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional 33% or less of work day.)

Constant Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Repetitive Motions: Substantial movements(motions) of the wrists, hands, and/or fingers.

Reaching: Extending hand(s) or arm(s) in any direction.

Hearing: Perceiving the nature of sounds at normal range. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.

PHYSICAL REQUIREMENTS:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

VISUAL ACUITY REQUIREMENTS:

Machine operators(including inspection), Inspection close assembly, Clerical, Administrative. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to performing repetitive work, or to performing continuously the same work, according to set procedure sequence, or pace.
2. Adaptability to perform under stress when confronted with unusual, busy situations.
3. Adaptability to situations requiring the precise attainment of set limits, tolerances, or standards.