

<b>Job Title</b>	Medical Transcriptionist
<b>Job Code</b>	
<b>Exempt Status</b>	Non-Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Medical Transcriptionist, under general supervision, performs technical clerical work in transcribing medical/laboratory cases and serves as liaison between medical facilities and clients.

### **Essential Duties and Responsibilities**

- Transcribes clinical history on cases from dictation and written text.
- Verifies accuracy of typed copy on all medical/laboratory data .
- Enters test results into computer terminal and maintains computer files.
- Communicates with professional and support staff regarding transcriptions. Monitors medical records email for requests and correspondence from clients and forwards to appropriate location.
- Handles client calls and resolves administrative questions.
- Initiates searches for medical/laboratory results.
- Refers clients to diagnosticians for interpretation of test results.
- Prepares and maintains confidential medical/laboratory reports.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

#### **Minimum Requirements**

*Education* – High school diploma or equivalent combination of education and experience.

*Experience* – One year of related experience in medical transcribing.

*Knowledge of* – Knowledge of word processing, spreadsheet, and database applications. Knowledge of medical terminology.

*Ability to* – Ability to multitask and work cooperatively with others. Verbal and written communication skills.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervision of Others**

This position generally does not supervise employees.

**Other Requirements**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	