



Provincial Job Description

TITLE:
(141) Medical Transcriptionist

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Performs medical transcription for physicians and other health care professionals.

QUALIFICATIONS:

- ◆ **Medical Administrative Assistant diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced keyboarding skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Medical Transcription

- ◆ Performs medical transcription duties (e.g., client history, physicals, discharge summaries, pathology reports, operative reports, radiology reports, labour and delivery notes).
- ◆ Performs other transcription duties (e.g., letters, memos, administrative reports, follow-up and appointment letters).
- ◆ Performs hold queue duties.

B. Related Key Work Activities

- ◆ Performs general office duties (e.g., photocopying, faxing, distributing, scanning, filing, shredding, microfilming, ordering office supplies).
- ◆ Performs data entry and maintains databases.
- ◆ Reviews and verifies information pulled from various operating systems.
- ◆ Provides statistics.
- ◆ Assembles charts.
- ◆ Retrieves records.
- ◆ Performs incomplete chart counts.
- ◆ Archives.
- ◆ Books appointments/Central Vehicle Agency vehicles/rooms and perform reception duties.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024