


Job Evaluation Rating Document

	Job Title <u>Medical Transcriptionist</u> Date <u>October, 2000</u> Revised Date <u>2004; March 8, 2017</u> Revised Date <u>May 16, 2024</u>	Code <u>141</u>
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Decision Making Has ability to prioritize work. Issues regarding dictation interpretation may require some minor problem solving.	Degree <u>2.0</u>
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Education Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).	Degree <u>3.5</u>
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Experience No previous experience. Twelve (12) months on the job to become familiar with various reports, physicians, terminology/medications and department policies and procedures.	Degree <u>4.0</u>
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Independent Judgement Has choice of action when prioritizing reports. Transcription work is performed according to standard practice.	Degree <u>2.5</u>
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Working Relationships Has regular contact with physicians requiring tact and discretion when discussing transcription issues.	Degree <u>2.5</u>
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Job Title

Medical Transcriptionist

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<p>Impact of Action</p> <p>Misjudgement in prioritizing reports may lead to delays in service. Inaccurate transcription/data entry may affect subsequent services.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Frequent physical effort in a confined position with restricted movement performing transcription duties requiring accurate coordination of fine movements.</p>	<p>Degree</p> <p>3.0</p>
<p>Sensory Demands</p> <p>Frequent/extended visual and listening attention to dictation to meet reporting timelines and schedules.</p>	<p>Degree</p> <p>3.0</p>
<p>Environment</p> <p>Occasional exposure to minor disagreeable conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>