

Provincial Job Description

TITLE: PAY BAND:

(146) Medical Transcription Coordinator 13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination/administrative support to the department and staff. Performs medical transcription for physicians and other health care professionals.

QUALIFICATIONS:

♦ Medical Office Administration diploma*

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

♦ <u>Previous:</u> Twenty (24) months previous experience as a Medical Transcriptionist to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Coordination / Administration

- ♦ Coordinates and organizes department workflow, schedules staff and maintains payroll/time sheets.
- ♦ Assists with hiring process and performance appraisals.
- ♦ Provides guidance and instruction to medical transcriptionists.
- ♦ Provides guidance and instruction to physicians using dictation system.
- ♦ Develops templates for transcribing pre-determined reports.
- **♦** Ensures priorities are maintained so work deadlines are met.

B. Medical Transcription

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

C. Related Key Work Activities

- ♦ Performs general office duties (e.g., photocopying, faxing, distributing, scanning, filing, shredding, microfilming, ordering office supplies).
- **♦** Prepares statistical reports.
- **♦** Assembles charts.
- ♦ Retrieves records.
- **♦** Performs data entry and maintains databases.
- **♦** Performs incomplete chart counts.
- ♦ Books appointments/Central Vehicle Agency vehicles/rooms and perform reception duties.
- **♦** Provides work practicum and evaluation of students.
- Resolves minor equipment and software problems.
- Reviews and verifies information pulled from various operating systems.

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 *Updated October 22, 2025	