


Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO 	Job Title	Health Information Management Clerk & Medical Transcriptionist	Code 246
	Date	October, 2000	
	Revised Date	2004, March 8, 2017	
	Revised Date	September 12, 2023	

Decision Making Follows clearly prescribed practices/standards for release of information, quantitative analysis and month end procedures. Has ability to prioritize work. Issues regarding dictation interpretation may require some minor problem solving.	Degree 2.0
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Education Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).	Degree 3.5
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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 4.0
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Independent Judgement Performs release of information duties following department policies and legislative requirements. Has choice of action when prioritizing reports. Transcription work is performed according to standard practice.	Degree 2.5
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Working Relationships Has regular contact with staff and physicians requiring tact and discretion when discussing transcription or health record issues.	Degree 2.5
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Impact of Action Misjudgement in prioritizing reports may lead to delays in service. Inaccurate transcription/data entry may affect subsequent services.	Degree <u>2.0</u>
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	Degree <u>1.0</u>
Physical Demands Regular physical effort filing, sorting, writing and performing transcription duties requiring accurate coordination of fine movements.	Degree <u>2.0</u>
Sensory Demands Regular sensory effort while filing, sorting, reading, computer work and telephone reception with periods of frequent effort transcribing reports.	Degree <u>2.5</u>
Environment Occasional minor disagreeable conditions such as interruptions, multiple deadlines and dust.	Degree <u>2.0</u>