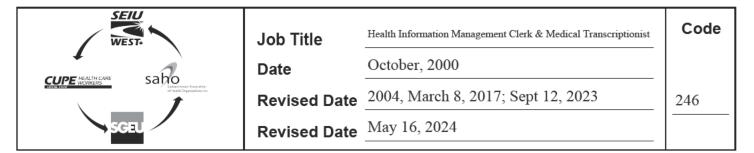
Job Evaluation Rating Document



Decision Making	Degree	
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.	2.0	

Education	Degree
Grade 12.Medical Office Administration diploma (Saskatoon Business College 860 hours) (Rating of 3.0).	
*As per the MOA regarding Education factor review (January 2019) the JJEMC will continue to utilize 1040 hours as no other factors were impacted by this change. The education will remain at 3.5	3.5

Experience	Degree
No previous experience. Twelve (12) months on the job to become familiar with various reports, physicians, terminology/medications and department policies and procedures.	
	4.0

Independent Judgement	Degree
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.	2.5

Working Relationships	Degree
Has regular contact with staff and physicians requiring tact and discretion when discussing transcription or health record issues.	
	2.5

Impact of Action	Degree
Misjudgement in prioritizing reports may lead to delays in service. Inaccurate transcription/data entry may affect subsequent services.	
	2.0

Leadership and/or Supervision	Degree
May show others how to perform tasks or duties by familiarizing new employees with the area and processes.	work
	1.0

Physical Demands	Degree
Regular physical effort filing, sorting, writing and performing transcription duties requiri accurate coordination of fine movements.	ng
	2.0

Sensory Demands	Degree
Regular sensory effort while filing, sorting, reading, computer work and telephone reception with periods of frequent effort transcribing reports.	
	2.5

Environment	Degree
Occasional minor disagreeable conditions such as interruptions, multiple deadlines and dust.	
	2.0