

Job Evaluation Rating Document

	Job Title	Health Information Management Clerk & Medical Transcriptionist	Code 246
	Date	October, 2000	
	Revised Date	2004, March 8, 2017; Sept 12, 2023	
	Revised Date	May 16, 2024	

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 Misjudgement in prioritizing reports may lead to delays in service. Inaccurate transcription/data entry may affect subsequent services.	Degree 2.0
Leadership and/or Supervision May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	Degree 1.0
Physical Demands Regular physical effort filing, sorting, writing and performing transcription duties requiring accurate coordination of fine movements.	Degree 2.0
Sensory Demands Regular sensory effort while filing, sorting, reading, computer work and telephone reception with periods of frequent effort transcribing reports.	Degree 2.5
Environment Occasional minor disagreeable conditions such as interruptions, multiple deadlines and dust.	Degree 2.0