

EDITED TASK LISTING

CLASS: Medical Transcriber

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Transcribes a variety of difficult medical correspondence, records, and reports (e.g., x-ray, operative/procedure, history and physicals, consultations, discharge summaries, etc.) for staff physicians and clinicians in order to generate legal documentation of continuity of medical care for inmate/patients utilizing various resources (e.g., dictating machines such as Lanier or Dictaphone, word processor, medical dictionaries, drug indexes, personal expertise, etc.), as directed.
2.	Translates medical acronyms and abbreviations into their expanded forms in order to produce clear and accurate reports by utilizing available resources (e.g., medical dictionaries, drug indexes, personal expertise, etc.) for staff physicians and clinicians, as directed.
3.	Delivers preliminary reports to the dictator for first review, editing and/or signature by staff physicians and clinicians in order to produce accurate reports by utilizing various office equipment (e.g., dictating machines such as Lanier or Dictaphone, word processor, etc.), as directed.
4.	Retypes and returns any revised or corrected transcribed documents to staff physicians and clinicians for final review and signature in order to ensure accurate reports by utilizing a word processor and written communication, as directed.
5.	Receives, directs and routes a variety of telephone calls, visitors, messages, documents, etc. to the appropriate department/personnel in order to provide health care services information utilizing established protocol (e.g. Department Operations Manual (DOM), institution policies and procedures, etc.), as directed.
6.	Reviews typed reports to ensure accuracy as to spelling, punctuation, sentence structure and appropriate format in order to compile a complete Unit Health Record (UHR) for inmate/patient care by utilizing various office equipment and resources (e.g., knowledge of medical terminology, anatomy, physiology, pharmacology, psychology/psychiatry, and dictating machines such as Lanier or Dictaphone, word processor, medical dictionaries, drug indexes, personal expertise, etc.), as directed.
7.	Maintains records and logs of transcribed documents (e.g. dates of dictation/transcription, type of report, patient number, dictator and transcriptionist identification, etc.) to provide duplicate documentation, if needed, utilizing word processor, diskettes, etc., to comply with Health Care Services Division (HCSO) policies and procedures, etc., as directed.
8.	Instructs other transcriptionists in the operation of the transcribing equipment (e.g., Lanier or Dictaphone, word processor, etc.) utilizing instruction manuals, personal expertise and communication skills to ensure appropriate usage of said equipment and to produce accurate reports in a timely manner, as directed.
9.	Assembles, files, and maintains correspondence and reports for inmate/patient to produce a chronological comprehensive health care history and to ensure compliance with state and federal regulations utilizing personal expertise, HCSO policies and procedures, etc., as directed.

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Task #	Task
10.	Creates and maintains a library of labeled diskettes of transcribed reports (e.g., x-rays, operative/procedures, history and physicals, consultations, discharge summaries, etc.) for future reference and/or duplication of documents in order to produce a complete UHR utilizing a word processor and personal expertise, as directed.
11.	Operates copy/fax machines and other communication equipment utilizing instruction manuals or personal knowledge and expertise in order to produce and distribute health care information and provide continuity of medical care in a timely manner as directed by HCSD policies and procedures.
12.	In the absence of the medical secretary, the transcriptionist could be assigned to perform secretarial duties (e.g., records and transcribes minutes of meetings, distributes mail, types physician correspondence, orders supplies, etc.) in order to maintain uninterrupted communication between medical administration and staff and to coordinate the flow of information with other departments associated with health care services utilizing various office equipment, personal knowledge and expertise, and available resources (e.g., DOM, institution policy and procedure, etc.), as directed.