HEALTH INFORMATION MANAGEMENT TRANSCRIPTIONIST

DEFINITION

This position entails the accurate transcription of all dictated reports or select written documents by the medical staff and other licensed practitioner who are authorized to document in the medical records in compliance with hospital, regulatory and accrediting guidelines.

Work involves listening to the recorded dictations on a special headset, and typing the text into a computer or word processor, editing as necessary for grammar and clarity. The documents produced include discharge summaries, history and physical examination report, operative reports, consultation reports, and referral letters. Work is performed under the supervision of the Health Information Management Supervisor, but the individual is expected to perform independently and exercise good judgment.

EXAMPLES OF WORK (NOT ALL INCLUSIVE)

Transcribes all dictation in the appropriate format on the approved forms, which comprise the health information record, in accordance with departmental, hospital, and federal regulatory and accrediting guidelines.

Edits all reports for correct spelling, correct grammar and punctuation and makes necessary corrections without changing the sentence meaning.

Maintains a Log of all daily dictation and transcription.

Communicates with medical staff and other licensed practitioner as needed for the purpose of clarifying data necessary for the accurate completion of transcription.

Collaborates with analysis technicians for the retrieval of reports vital to the chart completion and coding process as needed.

Assists with the typing of special reports and correspondence as assigned by the Supervisor or Director.

Maintains hospital requirements, policies and standards of confidentiality

Places completed reports on appropriate patient encounter for review, revision and signature by dictator.

Participates in educational programs and in-service meetings.

Performs other related work as required.
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FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of medical terminology, medical jargon and abbreviations and be able to translate them into the expanded forms.
Knowledge of anatomy and physiology, diagnostic procedures and treatment
Knowledge of JCAHO, HCFA, and Medical Staff Bylaws regarding chart completion and documentation standards.

Ability to operate a computer or word processor and other transcribing equipment necessary to complete the reports.

Ability to keep open communications with all persons contacted during the course of work.

Ability to spot mistakes or inconsistencies in a medical report and the ability to act responsive to inform the director to correct the information.

Ability to utilized good time management skills and exercise considerable judgment in prioritizing work.

Ability to communicate effectively, orally and in writing.

FACTOR 2 - SUPERVISORY CONTROLS

Work is performed under the direction of the Health Information Management Supervisor, and is reviewed to determine that objectives have been met, and for compliance with established policies and regulations.

FACTOR 3 – GUIDELINES

Departmental Policies and Procedure Manuals, Medical Staff Bylaws, JCAHO & HFCA Standards.

FACTOR 4 – COMPLEXITY

Work involves collaboration with the Supervisor, Director, co-workers and the Medical Staff.
FACTOR 5 – SCOPE AND EFFECT

The purpose of this position is to provide accurate transcription of all dictated reports or select written documents for the institution.

FACTOR 6 - PERSONAL CONTACTS

Physicians, Nurses, Departmental Management Team, other hospital staff, and physicians’ office staff.

FACTOR 7 - PURPOSE OF CONTACTS

For facilitation of transcription completion which impacts analysis and coding

FACTOR 8 - PHYSICAL DEMANDS

Work is mostly sedentary

FACTOR 9 - WORK ENVIRONMENT

Work is performed within the Health Information Management Department.

MINIMUM QUALIFICATIONS

Completions of a two year associate degree or a one year certificate program, course work in anatomy, medical terminology, medico legal issues, English grammar and punctuation, basic computer knowledge or word processing are required, or a High School Diploma plus a certificate or diploma in Medical and Dental Office Assistant Program, Medical Transcription, Medical Language and Transcription Studies or related studies from a vocational school, community collage, or distance learning program and at least two years of experience. Certification as a Certified Medical Transcriptionist (CMT) is preferred.

DATE: _______________  APPROVED: _______________

DIRECTOR

SA/RLS