



# *Provincial Job Description*

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***TITLE:***  
**(141) Medical Transcriptionist**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Performs medical transcription for physicians and other health care professionals.

***QUALIFICATIONS:***

- ◆ Office Education certificate
  - ◆ Medical Specialty certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Advanced keyboarding skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently

***EXPERIENCE:***

- ◆ Previous: No previous experience.

**KEY ACTIVITIES:**

**A. Medical Transcription**

- ◆ Performs medical transcription duties (e.g., client histories, physicals, discharge summaries, pathology reports, operative reports, radiology reports, labour and delivery notes).
- ◆ Performs other transcription duties (e.g., letters, memos, administrative reports, follow-up and appointment letters).
- ◆ Performs photocopying, faxing, distributing, mailing above documents.

**B. Related Key Work Activities**

- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Performs general office duties (e.g., filing, shredding, microfilming, ordering office supplies).
- ◆ Performs data entry and maintains databases.
- ◆ Provides statistics.
- ◆ Assembles charts.
- ◆ Retrieves records.
- ◆ Performs incomplete chart counts, where required by the job.
- ◆ Archives.
- ◆ May book appointments/Central Vehicle Agency vehicles/rooms and perform reception duties.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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*Date: 2005*

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