



# *Provincial Job Description*

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**TITLE:** **PAY BAND:**  
**(146) Medical Transcription Coordinator 13**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Provides coordination/administrative support to the department. Coordinates staff and performs medical transcription for physicians and other health care professionals.**

***QUALIFICATIONS:***

- ◆ Office Education certificate
- ◆ Medical Specialty certificate

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

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

***EXPERIENCE:***

- ◆ **Previous: Twenty (24) months previous experience as a Medical Transcriptionist to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Coordination / Administration**

- ◆ **Coordinates and organizes department workflow, schedules staff and maintains payroll/time sheets.**
- ◆ **Assists with hiring process and performance appraisals and performance reviews.**
- ◆ **Provides orientation to medical transcriptionists.**
- ◆ **Provides orientation to physicians using dictation system.**
- ◆ **Resolves minor equipment and software problems.**
- ◆ **Develops templates for transcribing “canned” reports.**
- ◆ **Ensures work priorities are maintained so work deadlines are met.**

### **B. Medical Transcription**

- ◆ **Performs medical transcription duties (e.g., client histories, physicals, discharge summaries, pathology reports, operative reports, radiology reports, labour and delivery notes).**
- ◆ **Perform other transcription duties (e.g., letters, memos, administrative reports, follow-up and appointment letters).**
- ◆ **Photocopies, faxes, distributes and mails above documents.**

### **C. Related Key Work Activities**

- ◆ **Performs general office duties (e.g., filing, shredding, ordering office supplies, microfilming, archiving).**
- ◆ **Prepares statistical reports.**
- ◆ **Assembles charts.**
- ◆ **Retrieves records.**
- ◆ **Performs data entry and maintains databases.**
- ◆ **Performs incomplete chart counts, where required by the job.**
- ◆ **May book appointments/Central Vehicle Agency vehicles/rooms and perform reception duties.**
- ◆ **Provides work practicum and evaluation of students, where required by the job.**

*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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