


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Medical Transcriptionist</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>141</u></p>
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<p>Decision Making Has ability to prioritize work. Issues regarding interpreting dictation may require some minor problem solving.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education Grade 12. Office Education certificate (1200 hours) and Medical Specialty certificate (577.5 hours) .</p>	<p><u>4.0</u></p>
<p>Experience No previous experience. Twelve (12) months on the job to become familiar with various reports, physicians, dialects, terminology/medications and region/facility/department policies and procedures.</p>	<p><u>4.0</u></p>
<p>Independent Judgement Has choice of action when prioritizing reports. Transcription work is performed according to standard practice.</p>	<p><u>2.5</u></p>
<p>Working Relationships Has regular contact with physicians requiring tact and discretion when discussing transcription issues.</p>	<p><u>2.5</u></p>

Impact of Action	Degree
Provides medical transcription/data entry services to meet quality and service requirements. Misjudgment in prioritization of reports can lead to a delay in service. Inaccurate transcription/data entry can affect activities based upon those reports.	<u>2.0</u>
Leadership and/or Supervision Provides occasional orientation to employees and physicians regarding dictation system.	<u>1.0</u>
Physical Demands Frequent physical effort in a confined position with restricted movement performing transcription duties requiring accurate coordination of fine movements.	<u>3.0</u>
Sensory Demands Frequent/extended visual and listening attention to transcription (interpret dialects and terminology) to meet reporting timelines and schedules.	<u>3.0</u>
Environment Occasional exposure to minor disagreeable conditions such as interruptions and multiple deadlines.	<u>2.0</u>