


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Medical Transcription Coordinator</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p><u>146</u></p>
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<p><b>Decision Making</b></p> <p>Oversees the transcription functions of the department/program. Solutions to software or equipment problems are resolved in accordance with existing procedures, practices.</p>	<p><b>Degree</b></p> <p><u>3.0</u></p>
<p><b>Education</b></p> <p>Grade 12. Office Education certificate (1200 hours) and Medical Specialty certificate (577.5 hours).</p>	<p><u>4.0</u></p>
<p><b>Experience</b></p> <p>Twenty-four (24) months previous experience as a Medical Transcriptionist to consolidate knowledge and skills.</p> <p>Twelve (12) months on the job to develop coordination/administrative skills and become familiar with region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p><b>Independent Judgement</b></p> <p>Transcription work is performed according to standard practice. Uses judgement when monitoring and assigning transcription duties and staffing issues.</p>	<p><u>3.5</u></p>
<p><b>Working Relationships</b></p> <p>Requires tact to discuss problems associated with understanding dialects. Has contact with vendors regarding equipment problems and makes appropriate recommendations to management.</p>	<p><u>3.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Coordinates medical transcription services. Misjudgment in prioritization of reports can lead to a delay in service. Inaccurate transcription can affect activities based upon those reports.	<u>2.0</u>
<b>Leadership and/or Supervision</b> Provides regular direction to transcriptionists in the department by assigning/organizing work and checking results.	<u>4.0</u>
<b>Physical Demands</b> Regular physical effort performing transcription requiring accurate coordination of fine movement.	<u>2.0</u>
<b>Sensory Demands</b> Regular sensory effort transcribing reports, listening to dictation and talking with physicians and staff with periods of competing multiple sensory demands.	<u>2.5</u>
<b>Environment</b> Occasional exposure to minor conditions such as multiple deadlines and interruptions.	<u>2.0</u>