


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Health Records Clerk &amp; Medical Transcriptionist</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 style="text-align: center;"><u>246</u></p>
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<p><b>Decision Making</b></p> <p>Assists in the establishment and maintenance of health records by providing accessible and retrievable files.</p> <p>Clearly prescribed practices/standards are followed for release of information, quantitative analysis and month end procedures. Has ability to prioritize work. Issues regarding interpreting dictation may require some minor problem solving.</p>	<p><b>Degree</b></p> <p style="text-align: center;"><u>2.0</u></p>
<p><b>Education</b></p> <p>Grade 12. Office Education certificate (1200 hours) and Medical Specialty certificate (577.5 hours) .</p>	<p style="text-align: center;"><u>4.0</u></p>
<p><b>Experience</b></p> <p>No previous experience. Twelve (12) months on the job to become familiar with various reports, physicians, dialects, medical terminology/medications, filing systems, computer software, dictation equipment and patient information systems and region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p><b>Independent Judgement</b></p> <p>Performs Release of Information duties following department/regional policies and legislative requirements. Has some choice of action when assisting with quantitative analysis duties, following facility policies and procedures.</p> <p>Has choice of action when prioritizing reports. Transcription work is performed according to standard practice.</p>	<p style="text-align: center;"><u>2.5</u></p>
<p><b>Working Relationships</b></p> <p>Has regular contact with wards/clinics and physicians requiring tact and discretion when discussing transcription or health record issues.</p>	<p style="text-align: center;"><u>2.5</u></p>

Impact of Action	Degree
<p>Provides transcription and health records services to meet quality and service requirements. Misjudgment in prioritization of reports can lead to a delay in service. Inaccurate transcription can affect activities based upon those reports.</p>	<p><u>2.0</u></p>
<p><b>Leadership and/or Supervision</b> Provides orientation to employees and physicians regarding health records and dictation system.</p>	<p><u>1.0</u></p>
<p><b>Physical Demands</b> Regular physical effort filing, sorting, writing and performing transcription duties requiring accurate coordination of fine movements.</p>	<p><u>2.0</u></p>
<p><b>Sensory Demands</b> Regular sensory effort while filing, sorting, reading, computer work and telephone reception with periods of frequent effort transcribing reports.</p>	<p><u>2.5</u></p>
<p><b>Environment</b> Occasional minor disagreeable conditions such as interruptions, multiple deadlines and dust.</p>	<p><u>2.0</u></p>

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