



Provincial Job Description

TITLE:
(146) Medical Transcription Coordinator

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ **Medical Administrative Assistant diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Advanced keyboarding skills**
- ◆ **Basic medical terminology**
- ◆ **Leadership skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **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, performance appraisals and performance reviews.**
- ◆ **Provides guidance and instruction to medical transcriptionists.**
- ◆ **Provides guidance and instruction to physicians using dictation system.**
- ◆ **Resolves minor equipment and software problems.**
- ◆ **Develops templates for transcribing pre-determined reports.**
- ◆ **Ensures 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).**

C. Related Key Work Activities

- ◆ **Performs general office duties (e.g., photocopying, faxing, distributing, scanning, filing, shredding, microfilming, ordering office supplies).**
- ◆ **Prepares statistical reports.**
- ◆ **Assembles charts.**
- ◆ **Retrieves records.**
- ◆ **Performs data entry and maintains databases.**
- ◆ **Performs incomplete chart counts.**
- ◆ **Books appointments/Central Vehicle Agency vehicles/rooms and perform reception duties.**
- ◆ **Provides work practicum and evaluation of students.**

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: March 8, 2017