


# Job Evaluation Rating Document

	<b>Job Title</b>	Health Information Management Clerk & Medical Transcriptionist	<b>Code</b>  246
	<b>Date</b>	October, 2000	
	<b>Revised Date</b>	2004, March 8, 2017; Sept 12, 2023	
	<b>Revised Date</b>	May 16, 2024	

<b>Decision Making</b>	<b>Degree</b>
Follows clearly prescribed practices/standards for release of information, quantitative analysis and month end procedures. Has ability to prioritize work. Issues regarding dictation interpretation may require some minor problem solving.	2.0

<b>Education</b>	<b>Degree</b>
Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).	3.5

<b>Experience</b>	<b>Degree</b>
No previous experience. Twelve (12) months on the job to become familiar with various reports, physicians, terminology/medications and department policies and procedures.	4.0

<b>Independent Judgement</b>	<b>Degree</b>
Performs release of information duties following department policies and legislative requirements. Has choice of action when prioritizing reports. Transcription work is performed according to standard practice.	2.5

<b>Working Relationships</b>	<b>Degree</b>
Has regular contact with staff and physicians requiring tact and discretion when discussing transcription or health record issues.	2.5

<b>Impact of Action</b>  Misjudgement in prioritizing reports may lead to delays in service. Inaccurate transcription/data entry may affect subsequent services.	<b>Degree</b>   2.0
<b>Leadership and/or Supervision</b>  May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.	<b>Degree</b>   1.0
<b>Physical Demands</b>  Regular physical effort filing, sorting, writing and performing transcription duties requiring accurate coordination of fine movements.	<b>Degree</b>   2.0
<b>Sensory Demands</b>  Regular sensory effort while filing, sorting, reading, computer work and telephone reception with periods of frequent effort transcribing reports.	<b>Degree</b>   2.5
<b>Environment</b>  Occasional minor disagreeable conditions such as interruptions, multiple deadlines and dust.	<b>Degree</b>   2.0