



# *Provincial Job Description*

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***TITLE:***  
**(511) Transcription Quality Assurance  
Coordinator**

***PAY BAND:***  
**12**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Coordinates transcription data quality services through auditing to ensure accuracy and consistency of transcribed data.

***QUALIFICATIONS:***

- ◆ Medical Administrative Assistant diploma

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Advanced keyboarding skills
- ◆ Basic medical terminology
- ◆ Leadership skills
- ◆ Analytical skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

***EXPERIENCE:***

- ◆ **Previous:** Twenty-four (24) months experience as a Medical Transcriptionist to consolidate knowledge and skills.

## ***KEY ACTIVITIES:***

### **A. Quality Assurance/Administration**

- ◆ Performs daily quality audits on reports produced by medical transcriptionists.
- ◆ Performs edits and corrections to transcribed reports to meet quality standards.
- ◆ Provides feedback and support to medical transcriptionists in regards to quality standards.
- ◆ Participates in establishing and maintaining standards, procedures and instructions that contribute to the effectiveness of the data quality.

### **B. Medical Transcription**

- ◆ Performs medical transcription duties (e.g., client histories, physicals, discharge summaries, operative reports, labour and delivery notes).
- ◆ Performs other transcription duties (e.g., letters, memos, administrative reports, follow-up and appointment letters).
- ◆ Photocopies, faxes, scans and distributes documents.

### **C. Related Key Work Activities**

- ◆ Provides coordination/administrative support.
- ◆ Provides functional guidance and instruction to employees.
- ◆ Performs incomplete chart counts.
- ◆ Prepares statistical reports.
- ◆ Performs general office duties (e.g., filing, shredding, ordering office supplies, archiving).
- ◆ Provides input and assists with performance reviews and performance appraisals.

*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:***

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***SGEU:***

***SAHO:***

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***Date: February 8, 2017***