

Provincial Job Description

TITLE:

PAY BAND:

(511) Transcription Quality Assurance Coordinator

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FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

♦ Medical Office Administration diploma*

KNOWLEDGE, SKILLS & ABILITIES:

- **♦** Advanced keyboarding skills
- **♦** 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/monthly 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 and physicians in regards to quality standards.
- ♦ Participates in establishing and maintaining standards, procedures and instructions that contribute to the effectiveness of the data quality.
- **♦** Provides coordination/administrative support.
- ♦ Provides functional guidance and instructions to employees.
- Provides input and assists with performance reviews.

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, followup and appointment letters).
- ♦ Performs hold queue duties.

C. Related Key Work Activities

- **♦** Performs incomplete chart counts.
- **♦** Prepares statistical reports.
- ♦ Performs general office duties (e.g., filing, shredding, ordering office supplies, archiving).
- ♦ Photocopies, faxes, scans and distributes documents.

	details considered necessary to describe the principal strued as a detailed description of all related work job.
Validating Signatures:	
CUPE:	SEIU:
SGEU:	SAHO:
Date: May 16, 2024 *Updated October 22, 2025	

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