


Job Evaluation Rating Document

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|  | Job Title <u>Transcription Quality Assurance Coordinator</u> Date <u>November 17, 2016</u> Revised Date <u>February 8, 2017</u> Revised Date <u>May 16, 2024</u> | Code <hr style="width: 50%; margin: auto;"/> 511 |
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| Decision Making Oversees the quality of transcription functions for Transcription Services. Solutions to software or equipment problems are resolved in accordance with existing procedures and practices. | Degree <hr style="width: 50%; margin: auto;"/> 3.0 |
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| Education Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours). | Degree <hr style="width: 50%; margin: auto;"/> 3.5 |
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| Experience Twenty-four (24) months previous experience as a Medical Transcriptionist to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination/administrative skills and become familiar with department policies and procedures. | Degree <hr style="width: 50%; margin: auto;"/> 6.0 |
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| Independent Judgement Transcription work is performed according to standard practice. Uses a choice of methods to determine the action necessary to perform quality assurance audits. | Degree <hr style="width: 50%; margin: auto;"/> 3.5 |
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| Working Relationships Requires appropriate tact when interacting and discussing issues with other stake holders. Has regular contact with physicians/supervisors/employees providing quality assurance information. | Degree <hr style="width: 50%; margin: auto;"/> 3.0 |
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Job Title

Transcription Quality Assurance Coordinator

Code

511

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| <p>Impact of Action</p> <p>Delays in completing audits may result in reoccurring errors and a duplication of work.</p> | <p>Degree</p> <p>2.0</p> |
| <p>Leadership and/or Supervision</p> <p>Provides limited direction to staff regarding the provision of auditing services.</p> | <p>Degree</p> <p>3.0</p> |
| <p>Physical Demands</p> <p>Regular physical effort operating computers, reading and performing transcription.</p> | <p>Degree</p> <p>2.0</p> |
| <p>Sensory Demands</p> <p>Regular sensory effort auditing reports, listening to dictation and talking with physicians and staff with periods of competing multiple sensory demands.</p> | <p>Degree</p> <p>2.5</p> |
| <p>Environment</p> <p>Occasional exposure to minor conditions such as multiple deadlines and interruptions.</p> | <p>Degree</p> <p>2.0</p> |