

Classification and Qualification



STANDARDS

The California State University System

Medical Transcriber

Class Code 1144

Date Established 06-30-78

Occupation Index Reference C-6

DEFINITION:

Under general supervision, operates transcription equipment and typewriter to prepare records, correspondence, and reports requiring use of medical terminology; prepares and processes records to document clinical diagnoses, test procedures and services rendered at a student health center.

DISTINGUISHING CHARACTERISTICS:

Although the responsibility for the accuracy of medical material which is transcribed and typed rests with the dictator, the Medical Transcriber must have sufficient knowledge of medical terminology to relieve health professionals of clerical activities and excessive proofreading.

Medical transcription is the major responsibility in this class (over 50% of the time) and other clerical activities are incidental to the production of dictated materials.

Examples of Typical Activities:

Transcribes and types confidential medical information dictated by medical officers, consultants, nurses, and other professionals by listening to and operating transcribing machines; uses ear devices, dials and pedals to control the quality of voice reproduction and the speed of transcription; makes entries in records; processes case records for completeness, dates and signatures; identifies records that are incomplete and obtains necessary information; may serve students directly by acting as a receptionist, by making appointments, by explaining procedures, or by providing information; may assist in tabulating statistical information.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Thorough knowledge of medical terminology, anatomy, and use of medical dictionaries and reference texts; general knowledge of modern office methods, supplies, and equipment; thorough knowledge of good English and correct grammar, spelling and punctuation.

Ability to independently draft and prepare clear and concise final copies of dictated materials, memoranda, and correspondence related to medical of sources: ability to comprehend medical terminology at a level sufficient for accurate transcription of involved information. messages. and technicalreports; ability to maintain confidentiality of information; ability to hear at a level appropriate for accuracy in transcribing; ability to read medical diagnoses and comprehend content at a level aufficient to identify omissions and inconsistencies and areas in verbiage that appear to need clarification.

Ability to type at a corrected rate of 45 words per minute and ability to transcribe with a high rate of accuracy and speed.

and

Experience:

Equivalent to one year of office clerical experience involving taking and transcribing dictation of which 6 months must have involved transcribing medical dictation in a hospital, clinic or medical setting.

Completion of courses in medical terminology may be substituted for the medical transcription experience.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic