

UW HEALTH JOB DESCRIPTION

MEDICAL TRANSCRIPTIONIST

Job Code: 530014	FLSA Status: Non-Exempt	Mgt. Approval: M Marggi	Date: September 2019
Department : Laboratory Services		HR Approval: J. Tokarski	Date: September 2019

JOB SUMMARY

The Medical Transcriptionist is responsible for the transcription of pathology reports and other clerical duties. The office processes report information from multiple disciplines including but not limited to general surgical pathology, renal pathology, neuropathology, hematopathology, flow cytometry, electron microscopy, eyepathology, dermatopathology, and autopsy.

Problems encountered are of a moderate degree of complexity but may require innovation if reference sources and subject matter experts are not available. Decisions are made in consultation with medical staff, the Senior Medical Transcriptionist, and the laboratory management.

This position operates under minimal to moderate supervision and requires a high degree of organizations skill. The position is accountable for dealing with questions that come to them by either answering them or finding the appropriate person in the transcription office that can deal with the question or problem. This position interacts daily with pathologists, residents, technologists, clinical staff and physicians.

MAJOR RESPONSIBILITIES

A. Production of Pathology reports

1. Word processing of gross and microscopic descriptions and diagnoses either by dictation or from hand written notes for Pathology staff, residents or fellows.
2. Word processing of hand written or dictated reports from multiple disciplines including referred consultations, and all post final report modifications.
3. Proofread and correct draft reports for review by pathologists.
4. Assign reports to the appropriate pathologist for final verification.
5. In conjunction with the Senior Transcriptionist, monitor reports at all stages of production to assure rigid reporting timelines are adhered to. Follow up with pathology staff to assure compliance.
6. Accession consults patients into the lab information system.

B. Office activities

1. Answer telephones and relay information regarding report status to staff both in and out of the hospital involved in the care of the patient.
2. Provide diagnoses to hospital staff either in person or by telephone.
3. Other duties as assigned.

C. Provide clerical assistance to staff assigned to autopsy transcription

1. Prepare preliminary and final autopsy reports on autopsy cases by transcribing dictation in a standardized format.
2. Receive corrections and verify accuracy of draft reports by proofreading finished documents and making modifications.
3. Type correspondence for autopsy related issues for medical staff.

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ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	Formal training in medical transcription
Work Experience	Minimum	Six months transcription experience
	Preferred	One (1) year of experience in medical transcription
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of medical terminology, anatomy and physiology. • Knowledge of medical transcription guidelines and practices. • Excellent written and oral communication skills, including English usage, grammar, punctuation and style. • Ability to use designated reference materials. • Ability to operate designated word processing, dictation and transcription equipment.

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- Demonstrated ability to work proficiently and prioritize.
- Ability to communicate effectively, maintaining good interpersonal relationships with co-workers.
- Ability to work independently.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	X	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.