

## MEDICAL TRANSCRIPTIONIST

NATURE OF WORK IN THIS CLASS:

This is complex medical transcriptional and clerical work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Transcribes physicians' dictations either directly or from a dictating or tape recording machine on medical history, physical examinations, discharge summaries, operation reports, X-ray reports, pathology reports and progress notes.

Transcribes and types medical committee minutes, correspondence and related materials.

Files medical reports in the respective patient's charts; retrieves and delivers patient's charts and medical reports to requesting departments.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard office practices and procedures.

Ability to transcribe medical reports.

Ability to learn and use medical terminologies.

Ability to organize and type medical reports, memoranda and other materials in appropriate format and style.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in typing at a prescribed rate of speed.

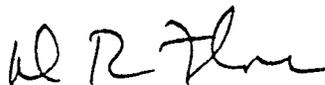
Proficiency in English, spelling, punctuation and grammar.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience in typing and office clerical work, including one year working in a medical clinic or hospital; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



---

DAVID R. FLORES, Executive Director  
Civil Service Commission