

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	Medical Transcriptionist	<b>Grade</b>	
<b>Department</b>	Health Information Management	<b>Exempt</b>	
<b>Immediate Supervisor</b>	HIM Manager	<b>Non-exempt</b>	<b>X</b>
<b>Supervisor next in line</b>	CFO	<b>Workweek</b>	<b>40</b>
<b>POSITION SUMMARY</b>			
Under indirect supervision interprets and transcribes dictation by physicians and other healthcare professionals, operates transcription equipment and dictation system to transcribe this dictation and performs all other tasks necessary to produce and process medical record and other reports.			
<b>Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:</b>			
<ul style="list-style-type: none"> <li>● Actions and communications that contribute to a team concept and create a <b>positive</b> environment for <b>all</b> customers</li> <li>● Acceptable performance of essential and all job duties</li> <li>● Acceptable attendance record</li> <li>● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building</li> <li>● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct</li> <li>● Accountability for the consequences of own actions</li> <li>● Physical and emotional ability to perform essential functions</li> <li>● Acceptable background investigation results if required for position</li> </ul>			
<b>Minimum Education, Experience, Licensure, Certification required:</b>			
Graduate of medical transcription or similar education program or have good working knowledge of medical terminology. If no formal training in a medical transcription or similar educational program experience and background with medical terminology and transcription preferred.			
<b>ESSENTIAL FUNCTIONS/DUTIES:</b>			
(Must be able to perform with or without accommodation)			
1	Transcribes medical dictation to provide a permanent record of patient care		
2	Distributes transcribed reports as required by Medical Center policy and procedure.		
3	Operates designated transcription and dictation equipment as directed to complete assignments.		
4	Assists practitioners with regard to dictation/transcription problems when/if they arise.		
5	Meets quality and productivity standards and deadlines established by CMMC		
6	Demonstrates an understanding of the medicolegal implications and responsibilities related to the transcription of patient records to protect the patient and the business/institution		
7	Follows policies and procedures to contribute to the efficiency of the medical transcription department		
8	Expands job-related knowledge and skills to improve performance and to adjust to change		
9	Uses interpersonal skills effectively to build and maintain cooperative working relationships		
10	Completes other duties as assigned		
<b>Knowledge, Skills, Abilities:</b>			

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**Knowledge** of: Medical Terminology  
 Basic knowledge of dictation and transcription systems  
**Ability** to: type accurately a minimum of 65 wpm  
 Spell proficiently both medical and non-medical words  
 Interact with practitioners, co-workers and other medical center staff  
 Communicate effectively both verbally and in writing  
 Concentrate for long periods of time  
 Sit for extended periods of time  
 Accurately coordinate listening, hearing and typing skills  
 Read, write and follow written and oral directions/instructions  
 Perform assigned/routine duties independently and accurately with minimal/reasonable supervision or assistance  
 Work quickly and accurately to avoid backlog  
 Utilize reference materials  
 Willingness to attend inservice education programs, workshops, self study and ask questions to maintain and improve knowledge level  
**Skills:** Advanced typing skills  
 Word processing skills  
 Computer data entry skills

**OCCUPATIONAL EXPOSURE** for this position:

	<b>Category I</b>	Direct contact with blood or other bodily fluid to which universal precautions apply
	<b>Category II</b>	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	<b>Category III</b>	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
<b>X</b>	<b>Other (Specify)</b>	

**PHYSICAL DEMANDS:**

(Essential functions strength rating for position - see Job Analysis)

<b>X</b>	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date