



THE EASTERN REGIONAL HEALTH AUTHORITY
POSITION DESCRIPTION

1. JOB TITLE MEDICAL TRANSCRIPTIONIST	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT RADIOLOGY/ MEDICAL RECORDS
4. ORGANISATIONAL RELATIONSHIP The Medical Transcriptionist I will report to the Radiology/Medical Records Supervisor	5. NATURE & SCOPE The Medical Transcriptionist is responsible for transcribing accurate and complete patient reports as generated by the Medical Practitioner/Radiologist/Sonographer in a timely manner and according to the stipulated turnaround time for reports.	
6. SPECIFIC ACCOUNTABILITIES The Medical Transcriptionist would be required to: <ul style="list-style-type: none"> ▪ Transcribes all dictated/written reports generated by Medical Practitioner/Radiologist/Sonographer or otherwise according to specific formats. ▪ Provides Medical Practitioner/Radiologists/Sonographers with completed reports for checking, validation of accuracy and signature. ▪ Send corrected reports for sign off and ensure that they are uploaded to the PACS system. ▪ Types other handwritten reports. ▪ Coordinates Release of Information activities ▪ Retrieves dictated reports and upload to transcription software. ▪ Provides productivity reports as required. ▪ Provides supervisor with weekly statistics ▪ Communicate effectively with Radiologists, Clinicians, Sonographers and patients in the Facility. ▪ Data entry and report transcriptions into Health Information System ▪ Performs related work as may be required by approved Authority. 		
7. KEY KNOWLEDGE SKILLS AND ABILITIES <ul style="list-style-type: none"> ▪ Demonstrate the ability to accurately interpret dictated/handwritten material. ▪ Consistently reproduce typed documents of a high standard in a timely manner. ▪ Knowledge of medical terminology and Anatomy and Physiology. ▪ Ability to use medical transcription hardware and software. ▪ Ability to establish and maintain effective working relationship with both clinical and non-clinical staff. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> ▪ Diploma/Certificate in Medical Transcription from an Approved Programme of Study. ▪ Five CXC/GCE “O” Level subjects inclusive of English Language, Mathematics and a Science subject. ▪ Certificate in MS Office Suite. ▪ Typing speed of at least 50 – 60 w.p.m. ▪ At least 3 years work experience preferably in a similar capacity at a Health Care Institution/Physician’s Office. 		
9. SUPERVISOR RESPONSIBILITIES Not applicable.		

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Radiologists
- Radiology Supervisor
- Ultrasonographer II
- Ultrasonographer I
- Clerk II
- Clerk I
- Other members of the Health Information Department.
- Medical personnel.

External:

- Public
- Other Regional Health Authorities.