



THE EASTERN REGIONAL HEALTH AUTHORITY
POSITION DESCRIPTION

1. JOB TITLE MEDICAL TRANSCRIPTIONIST	2. DIVISION ▫ SANGRE GRANDE HOSPITAL ▫ ST. ANDREW/ST. DAVID ▫ NARIVA/MAYARO	3. DEPARTMENT HEALTH INFORMATION
4. ORGANISATIONAL RELATIONSHIP The Medical Transcriptionist will report directly to the Health Information Officer and will report administratively to the Head of Department.	5. NATURE & SCOPE The Medical Transcriptionist is responsible for transcribing accurate and complete patient reports as generated by the Medical Practitioner in a timely manner and according to the stipulated turnaround time for reports.	
6. SPECIFIC ACCOUNTABILITIES The Medical Transcriptionist: ▪ Transcribes all dictated/written reports generated by Medical Practitioner or otherwise according to specific formats. ▪ Provides Medical Practitioner with completed reports for checking, validation of accuracy and signature. ▪ Sends corrected reports for sign off and ensures that they are uploaded to the system. ▪ Types other handwritten reports. ▪ Coordinates Release of Information activities. ▪ Retrieves dictated reports and uploads to transcription software. ▪ Provides productivity reports as required. ▪ Provides supervisor with weekly statistics. ▪ Communicate effectively with Medical Practitioner and patients in the Facility. ▪ Enters data and reports transcriptions into Health Information System ▪ Performs related work as may be required by approved Authority.		
7. KEY KNOWLEDGE SKILLS AND ABILITIES ▪ 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 ▪ Training as evidenced by the possession of a Diploma/Certificate in Medical Transcription from a recognized institution. ▪ Training as evidenced by the possession of five CSEC/CXC/GCE “O” Level subjects inclusive of English Language, Mathematics and a Science subject. ▪ Typing speed of at least 50 – 60 w.p.m. ▪ A minimum of 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:

- Other members of the Health Information Department.
- Medical personnel.

External:

- Public
- Other Regional Health Authorities.