



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.