



GENERAL STAFFING SOLUTIONS

POSITION TITLE:

Medical Records Transcriptionist

General Description:

Transcribes medical dictation by physicians and other medical practitioners pertaining to patients assessment, diagnostics, therapy, and other medical reports. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Skills/Duties:

- Transcribe dictated reports quickly and accurately
- Apply English language rules
- Translate medical jargon and abbreviations into their expanded forms
- Recognize, interpret and evaluate inconsistencies, discrepancies and inaccuracies in medical dictation
- Clarify dictation which is unclear or incomplete
- Meet strict deadlines
- Use various word processing and other equipment to format reports
- Excellent listening skills including the ability to hear and understand dialects and various accents
- Return reports in either printed or electronic form to the dictator for review and signature or correction as per facility procedure
- Communicate with a wide variety of staff persons

Requirements:

Requires a high school diploma and has taken coursework in medical terminology. Has 0 – 2 years of related work experience.

Reporting Relationship:

Typically reports to supervisor/manager

I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.

Signature

Date