



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MEDICAL TRANSCRIPTIONIST	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT DIAGNOSTIC IMAGING /HEALTH INFORMATION
4. ORGANISATIONAL RELATIONSHIP The Medical Transcriptionist shall report to the administrative Head of Department (HOD), more specifically: <ul style="list-style-type: none"> • the Radiographer III if assigned to the Diagnostic Imaging Department, or • The Senior Health Information is assigned to the Health Information Department. 		5. NATURE & SCOPE The Medical Transcriptionist transcribes patient care reports, as generated by Medical Practitioners and Ultrasonographers, to ensure high quality service, in accordance with departmental performance requirements.
6. SPECIFIC ACCOUNTABILITIES The Medical Transcriptionist: <ul style="list-style-type: none"> ▪ Transcribe all dictated/written reports generated by Medical Practitioners and Ultrasonographers, according to specific formats and established quota. ▪ Type other handwritten reports, as indicated by the Head of Department ▪ Retrieve dictated reports from any approved Electronic Device/Dictaphone/E-mail and upload to transcription platform. ▪ Provide Medical Practitioners/Ultrasonographers with completed reports for validation, recommended amendment, if required, and signature. ▪ Upload finalized/approved reports to the approved platform, e.g., RIS/PACS, designated shared folder. ▪ Track all transcription requests through to report completion and uploading. ▪ Provide productivity reports and statistics, as required by the HOD. ▪ Type Operating Theatre List for all disciplines along with monthly births for Births and Deaths Registrar. ▪ Ensure quality of transcribed work is in keeping the established performance indicators ▪ Perform 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. ▪ Strong knowledge of medical terminology and its relevant application to healthcare specialties. ▪ Working knowledge of disease processes and medical interventions. ▪ Sound knowledge and command of English Grammar ▪ Ability to establish and maintain effective working relationship with both clinical and non-clinical staff. 		

8. MINIMUM TRAINING AND EXPERIENCE

- Five CXC/GCE “O” Level subjects inclusive of English Language, Mathematics and a Science subject.
- Diploma/Certificate in Medical Transcription from an Approved Programme of Study.
- 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.
- Experience with use of healthcare information system transcription modules would be an asset.

9. SUPERVISOR RESPONSIBILITIES

Not applicable.

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Radiographer III
- Medical Practitioners
- Ultrasonographer II
- Medical Records Department
- Quality Department

External:

- Public