

MASON CITY CLINIC
Job Description

Job Title: Healthcare Documentation Specialist

FLSA Status: Nonexempt

Job Code:

Employee Group: Non-Management

Department: Medical Transcription

General Summary:

Under general supervision and according to established policies and procedures, transcribes physicians' dictation and notes for the purpose of documenting patient care for inclusion in patient's medical records. In doing so, transcribes medical reports of procedures, progress notes, physician correspondence and so forth. Cooperatively resolves discrepancies and researches missing information by contacting appropriate personnel and by reviewing patient information and other sources. Performs various clerical duties such as answering inquiries for other work group members, tracking nonproductive time, and the like.

Principal Duties and Responsibilities:

1. Operates personal computer and other related equipment in a safe and prescribed manner in order to transcribe patient procedures, and other materials dictated by physicians and other medical personnel to provide a permanent record of patient care.
2. Obtains missing information and resolves discrepancies in dictated material through prescribed procedures.
3. Cooperates with staff in all departments to produce and maintain a patient medical record which documents and supports comprehensive, high quality patient care.
4. Edits grammatical, punctuation, spelling, and typographical errors according to prescribed guidelines (AHDI), and ensures spelling of words by reviewing medical (Dorlands/Stedmans) and English (Webster's New World) dictionaries and other sources.
5. Complies with Mason City Clinic policies and procedures related to medicolegal matters including confidentiality, amendment of the medical record, and so forth.
6. In collaboration with the department manager or assistant manager establishes a work schedule in order to accommodate work demands, turn-around time requirements, commitments, and so forth.
7. Responsible for proper maintenance of transcription equipment including periodic dust removal and cleaning of equipment. Protects electronic equipment from exposure to damaging substances, especially liquids or sprays. Promptly notifies department manager or assistant manager of equipment needing repair, and contacts appropriate repair personnel as necessary.
8. Reports dictation equipment malfunctions of physician or support staff recorders to department manager and/or IT.
9. Prepares personal correspondence and conducts special projects for physicians.

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10. Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

1. Knowledge of anatomy, physiology and medical terminology; understanding of current written communication guidelines regarding grammar, punctuation, and style; and ability to key enter and transcribe reports and other material at a level normally acquired through completion of a twelve to eighteen month medical transcriptionist training program (keyboard speed minimum of approximately 300 kspm or 60 wpm).
2. Approximately six to twelve months on the job experience necessary in order to become familiar with Mason City Clinic physicians, work methods, Clinic and departmental policies and procedures, and gain competence using terminologies of assigned medical specialties.
3. Interpersonal skills necessary to communicate with department manager, other medical transcription work group members, and other staff when receiving work assignments, resolving discrepancies, researching missing information, and assisting in location and retrieval of patient care information, all the while maintaining confidentiality of patient record information.
4. Analytical skills necessary to comprehend medical terminology, to research discrepancies or missing information, and to properly transcribe technical reports.
5. Ability to understand diverse accents and dialects and varying dictation styles.
6. Skills of concentration and listening, ability to pay close attention to detail when transcribing dictation, which occupies up to seventy-five percent of work time.
7. Skills of eye, hand, foot, and auditory coordination when transcribing dictation, which occupies up to seventy-five percent of work time.

Working Conditions:

1. Works in a normal office environment where there are few, if any, physical discomforts due to dust, dirt, and the like.
2. Work requires ability to sit for extended periods of time with continuous use of earphones, keyboard, foot control, and video display terminal. Work requires manual dexterity to key enter at an acceptable rate of speed for long periods of time.

Reporting Relationships:

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Reports to the Medical Transcription Manager.

Approvals:

Department Manager

Date

Senior Vice President/Chief Administrative Officer

Date

Vice President/ Chief Human Resources Officer

Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Revised 9/23

9/2023