

PART I	HAWAII HEALTH SYSTEMS CORPORATION	1.044
	STATE OF HAWAII	1.045
		1.046
		1.047
		1.048

Class Specification
for the Classes:

MEDICAL TRANSCRIPTIONIST I, II, III, IV, V
SR-10; SR-12; SR-14; SR-16, SR-18
BU:03; BU:04

MEDICAL TRANSCRIPTIONIST I 1.044

Duties Summary:

Types and learns to transcribe medical reports of patients dictated by physicians; abstract information from patient records; and performs other related duties as assigned.

Distinguishing Characteristics:

The Medical Transcriptionist I receives formal and on-the-job training in performing simple to moderately complex transcription and typing of medical reports dictated by physicians. Positions in this class are located in a hospital or equivalent medical facility in which such reports encompass a variety of diseases and medical conditions, treatments and diagnostic procedures and constitute part of the official patient medical record. The work requires the incumbent to learn and understand medical and anatomical terms, learn how to use standard medical references to verify questionable terms and phrases, and learn how to transcribe and type reports which have been dictated on tapes or on a similar recording system.

Examples of Duties:

Learn to transcribe and type medical reports dictated by physicians including medical histories, discharge summaries, consultative reports, operative reports, pathological reports, imaging reports, and autopsies; learn to verify questionable or unfamiliar terms; learn to distribute completed reports properly and accurately; extracts and tabulates data for various files and records; learn to transcribe and type hospital correspondence, committee meeting minutes, and other materials which involve medical terminology; responds to telephone and written inquiries, which may involve summarizing information from patient records; orders equipment and supplies and processes invoices; assists physicians with the proper use of dictating equipment and arranges for necessary maintenance and repairs; may package and send specimens to outside laboratories; performs other clerical work in the support of physicians or other hospital staff such as

scheduling meetings and appointments, preparing bills for various charges, and maintaining procedural manuals.

Knowledges and Abilities Required:

Knowledge of: Basic medical terminology, including terms, referring to anatomy, diseases, medications, medical tests and procedures; basic understanding of human anatomy and body systems; spelling, grammar, and word usage; office practices and procedures; basic knowledge of medical transcription guidelines and procedures and Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws.

Ability to: Learn to transcribe dictated medical reports; learn and use standard medical references to verify questionable medical terms and phrases; write routine letters, summaries, and reports, including abstracts of information from patient records; type with speed and accuracy involving a net of 55 words per minute; learn and apply pertinent rules, regulations, policies and procedures; plan and organize work to insure deadlines are met; follow oral and written instructions; deal tactfully with others.

MEDICAL TRANSCRIPTIONIST II

1.045

Duties Summary:

Transcribes and types a variety of medical reports including medical histories, discharge summaries, consultations, operative and imaging reports dictated by physicians; verifies questionable and unfamiliar terms; abstracts information from patient records; and performs other related duties as assigned.

Distinguishing Characteristics:

The Medical Transcriptionist II performs, as a primary work assignment, the transcription and typing of medical reports dictated by physicians. Positions in this class are located in a hospital or equivalent medical facility in which such reports encompass a variety of diseases and medical conditions, treatments and diagnostic procedures and constitute part of the official patient medical record. The work requires a comprehensive knowledge of medical and anatomical terms, the ability to use standard medical references to verify questionable terms and phrases, and the ability to transcribe and type reports which have been dictated on tapes or on a similar recording system.

Examples of Duties:

Transcribes and types medical reports dictated by physicians including medical histories, discharge summaries, consultative reports, operative reports, pathological reports, imaging reports, and autopsies; verifies questionable or unfamiliar terms; insures accuracy and proper distribution of completed reports; may screen dictations to determine

content and transcription priority of dictation; may assign standard codes to imaging and laboratory tests and procedures for billing or other reporting purposes; extracts and tabulates data for various files and records; transcribes and types hospital correspondence, committee meeting minutes, and other materials which involve medical terminology; responds to telephone and written inquiries, which may involve summarizing information from patient records; orders equipment and supplies and processes invoices; assists physicians with the proper use of dictating equipment and arranges for necessary maintenance and repairs; may package and send specimens to outside laboratories; performs other clerical work in the support of physicians or other hospital staff such as scheduling meetings and appointments, preparing bills for various charges, and maintaining procedural manuals.

Knowledges and Abilities Required:

Knowledge of: Medical terminology, including terms, referring to anatomy, diseases, medications, medical tests and procedures; basic understanding of human anatomy and body systems; spelling, grammar, and word usage; office practices and procedures; knowledge of medical transcription guidelines and procedures and Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws.

Ability to: Listen to, comprehend, and transcribe dictated medical reports; use standard medical references to verify questionable medical terms and phrases; write routine letters, summaries, and reports, including abstracts of information from patient records; type with speed and accuracy involving a net of 55 words per minute; learn and apply pertinent rules, regulations, policies and procedures; plan and organize work to insure deadlines are met; follow oral and written instructions; deal tactfully with others.

MEDICAL TRANSCRIPTIONIST III

1.046

Duties Summary:

Transcribes, interprets, and types a variety of complex medical reports including medical histories, discharge summaries, consultations, operative and imaging reports dictated by physicians; researches questionable and unfamiliar terms; abstracts information from patient records; and performs other related duties as assigned.

Distinguishing Characteristics:

Medical Transcriptionist III positions are typically of two (2) general types:

1. A Medical Transcriptionist of this type performs complex transcription and typing of medical reports dictated by physicians. Positions in this class are located in a hospital or equivalent medical facility in which such reports encompass a variety of diseases and medical conditions, treatments and diagnostic procedures and

constitute part of the official patient medical record. The work requires a comprehensive knowledge of medical and anatomical terms, the ability to use an extensive array of medical references to verify questionable terms and phrases, and the ability to transcribe and type complex reports which have been dictated into transcription system.

Positions would report to a specific unit where the majority of work assignments are of two or more specialty areas (e.g., laboratory, imaging, health information management, cardiovascular services, etc.). Incumbents are able to resolve non-routine problems independently, or are able to assist in resolving complex or highly unusual problems.

2. A Medical Transcriptionist of this type is distinguished by its independent responsibility as the sole Medical Transcriptionist of a hospital or equivalent medical facility providing all transcription services under the direction of a hospital manager/administrator.

Examples of Duties:

Transcribes, interprets and types complex medical reports dictated by physicians including medical histories, discharge summaries, consultative reports, operative reports, pathological reports, imaging reports, and autopsies; researches questionable or unfamiliar terms; translates medical jargon and abbreviations into their expanded form; reviews and edits transcribed reports or dictated materials for spelling, grammar, clarity, consistency and proper medical terminology; identifies errors in reports and checks with physicians to obtain correct information; ensures accuracy and proper distribution of voice files and completed reports; screen dictations to determine content and transcription priority of dictations ; resolve non-routine problems independently; may assign standard codes to imaging and laboratory tests and procedures for billing or other reporting purposes; extracts and tabulates data for various files and records; transcribes and types hospital correspondence, committee meeting minutes, and other materials which involve medical terminology; responds to telephone and written inquiries, which may involve summarizing information from patient records; assists physicians with the proper use of dictating equipment and arranges for necessary maintenance and repairs; may package and send specimens to outside laboratories; performs other clerical work in the support of physicians or other hospital staff such as scheduling meetings and appointments, preparing bills for various charges, and maintaining procedural manuals; may assist in training new employees.

Knowledges and Abilities Required:

Knowledge of: Working knowledge of medical terminology, including terms, referring to anatomy, diseases, medications, medical tests and procedures; broad understanding of human anatomy and body systems; spelling, grammar, and word usage; office practices and procedures; working knowledge of medical transcription guidelines and procedures and Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws.

Ability to: Prioritize work demands and work with minimal supervision; listen to, comprehend, and transcribe dictated medical reports; use an extensive array of medical references to verify questionable medical terms and phrases; write routine and complex letters, summaries, and reports, including abstracts of information from patient records; type with speed and accuracy involving a net of 55 words per minute; understand and apply pertinent rules, regulations, policies and procedures; communicate effectively both verbally and in writing; and maintain confidentiality relevant to sensitive information.

MEDICAL TRANSCRIPTIONIST IV

1.047

Duties Summary:

Supervises and participates in transcription activities which include: transcribing, interpreting, and typing a variety of complex medical reports including medical histories, discharge summaries, consultations, operative and imaging reports dictated by physicians. Serves as a resource to physicians, co-workers and other healthcare providers on a regular basis; researches and resolves questionable and unfamiliar terms; abstracts information from patient records; and performs other related duties as assigned.

Distinguishing Characteristics:

A Medical Transcriptionist IV is responsible for supervising and performing complex transcription of medical reports dictated by physicians. Positions in this class are located in a hospital or equivalent medical facility in which such reports encompass a variety of diseases and medical conditions, treatments and diagnostic procedures and constitute part of the official patient medical record. The work requires a comprehensive knowledge of medical and anatomical terms, the ability to use an extensive array of medical references to verify questionable terms and phrases, and the ability to transcribe and type complex reports which have been dictated into transcription system.

Incumbents are expected to review the work of subordinates for completeness, correctness and adherence to applicable policies and procedures.

Examples of Duties:

Supervises and transcribes complex medical reports dictated by physicians including medical histories, discharge summaries, consultative reports, operative reports, pathological reports, imaging reports, and autopsies; serves as a resource to physicians, co-workers and other healthcare providers on a regular basis; researches and resolves questionable or unfamiliar terms; translates medical jargon and abbreviations into their expanded form; reviews and edits transcribed reports or dictated materials for spelling, grammar, clarity, consistency and proper medical terminology; identifies errors in reports and checks with physicians to obtain correct information; ensures accuracy and proper

distribution of voice files and completed reports; screen dictations to determine content and transcription priority of dictations ; resolve non-routine problems independently; may assign standard codes to imaging and laboratory tests and procedures for billing or other reporting purposes; extracts and tabulates data for various files and records; transcribes and types hospital correspondence, committee meeting minutes, and other materials which involve medical terminology; assists physicians with the proper use of dictating equipment and arranges for necessary maintenance and repairs; performs other clerical work in the support of physicians or other hospital staff such as scheduling meetings and appointments, preparing bills for various charges, and maintaining procedural manuals; trains new employees; reviews the work of subordinates for completeness, correctness and adherence to applicable policies and procedures.

Knowledges and Abilities Required:

Knowledge of: Thorough knowledge of medical terminology, including terms, referring to anatomy, diseases, medications, medical tests and procedures; broad understanding of human anatomy and body systems; spelling, grammar, and word usage; office practices and procedures; thorough knowledge of medical transcription guidelines and procedures and Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws; and principles and practices of supervision.

Ability to: Prioritize work demands; instruct others; listen to, comprehend, and transcribe dictated medical reports; use an extensive array of medical references to verify questionable medical terms and phrases; write complex letters, summaries, and reports, including abstracts of information from patient records; type with speed and accuracy involving a net of 55 words per minute; understand and interpret pertinent rules, regulations, policies and procedures; communicate effectively both verbally and in writing; maintain confidentiality relevant to sensitive information; and review the work of subordinates.

MEDICAL TRANSCRIPTIONIST V

1.048

Duties Summary:

Supervises a staff of medical transcriptionists and clerical support staff in the performance of transcribing, interpreting, and typing a variety of medical reports including medical histories, discharge summaries, consultations, operative and imaging reports dictated by physicians. Responsible for the daily operations and activities of transcription services; serves as the liaison between physicians and department staff ; is a resource to physicians, co-workers and other healthcare providers; and performs other related duties as assigned.

Distinguishing Characteristics:

A Medical Transcriptionist V is responsible for supervising staff involved in medical transcription activities. Positions in this class are located in a hospital or equivalent medical facility in which such reports encompass a variety of diseases and medical conditions, treatments and diagnostic procedures and constitute part of the official patient medical record. The work requires an in-depth knowledge of medical and anatomical terms, the ability to use an extensive array of medical references to verify questionable terms and phrases.

Examples of Duties:

Responsible for the daily operations and activities of transcription services; plans, assigns, coordinates, directs, reviews and evaluates the work of subordinates; establishes quality of work and production standards; ensures proper distribution of voice files and completed reports; maintains digital dictation system and transcription equipment; develops work schedules, assignments and reassignments; trains new employees and maintains effective working relationships; interprets policies, rules, regulations and procedures regarding medical transcription activities; serves as a resource to physicians, staff and other healthcare providers; develops and modifies methods and procedures relating to medical transcription activities; prepare various reports; attends and participates in staff and other meetings; may perform transcription duties as required.

Knowledges and Abilities Required:

Knowledge of: Thorough knowledge of medical terminology, including terms, referring to anatomy, diseases, medications, medical tests and procedures; broad understanding of human anatomy and body systems; spelling, grammar, and word usage; office practices and procedures; thorough knowledge of medical transcription guidelines and procedures and Health Insurance Portability and Accountability Act of 1996 (HIPAA) laws; and principles and practices of supervision, including work organization.

Ability to: Plan, assign, coordinate, direct, and review the work of others; interpret and apply pertinent rules, regulations, policies and procedures governing operations; use an extensive array of medical references to verify questionable medical terms and phrases; deal tactfully and effectively with physicians, staff and others; effectively handle emergency and workload problems, prepare various reports and correspondence; maintain confidentiality relevant to sensitive information. Ability to make decisions, foster a positive and progressive environment, handle multiple tasks and is detail oriented. Ability to train and work with others to assure appropriate performance standards are met.

This is an amendment to re-title MEDICAL TRANSCRIPTIONIST TO MEDICAL TRANSCRIPTIONIST II, effective August 30, 2010.

This is the first class specifications for the classes, MEDICAL TRANSCRIPTIONIST I, III, IV & V, effective August 30, 2010.

This is an amendment, change in title and change in code to the specification for the class MEDICAL STENOGRAPHER, 1.090, which was approved on July 24, 1970.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: August 30, 2010

PAUL TSUKIYAMA
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