

PART II

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

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Minimum Qualification Specifications
for the Classes:

MEDICAL TRANSCRIPTIONIST I, II, III, IV, V

Education Requirement:

High school diploma or equivalent.

Experience Requirement:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table:

Class Title	Clerical-Typing Experience	Specialized Experience	Supervisory Experience	Total Experience
Medical Transcriptionist I	1	0	-	1
Medical Transcriptionist II	1	1	-	2
Medical Transcriptionist III	1	2	-	3
Medical Transcriptionist IV	1	3	*	4
Medical Transcriptionist V	1	3	1	5

Clerical-Typing Experience: Progressively responsible work experience which involved the operation of a typewriter (or word processor) at the rate of 55 net words per minute in performing a variety of standard clerical work such as typing of correspondence, reports and other material. Such work must have demonstrated knowledge of English grammar, spelling, and punctuation; common office appliances and equipment; and the ability to read and understand oral and written instructions; carry out procedures in clerical work systems; speak and write simply and directly; observe differences in copy and proofread words and numbers quickly and accurately; and operate various kinds of office equipment.

Specialized Experience: Progressively responsible work experience in transcribing (from direct dictation, tapes or similar recording system) and typing (by typewriter or word processor) medical reports, progress notes, case summaries, or correspondence involving medical terminology. Such experience must have demonstrated knowledge of medical terms and the ability to use standard medical references to verify questionable terms.

Supervisory Experience: Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

*Supervisory Aptitude: Applicants for Medical Transcriptionist IV positions must demonstrate possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Substitution of Education for Experience:

1. Successful completion of a substantially full-time clerical curriculum of less than a year leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in typing, basic English, general clerical procedures, and office machines, may be substituted for the required Clerical-Typing Experience on a month-for-month basis.
2. Successful completion of a substantially full-time clerical curriculum of a year or more leading to a degree, diploma, or certificate at an accredited community college, business or technical school and which included courses in typing, basic English, general clerical procedures, and office machines may be substituted for the one (1) year of required Clerical-Typing Experience.
3. Successful completion of one (1) school year (of a program of more than one (1) year in length) of a substantially full-time clerical curriculum at an accredited community college, business, or technical school and which included courses in typing, basic English, general clerical procedures, and office machines, may be substituted for the one (1) year of required Clerical-Typing Experience.

4. A certification from the Association for Healthcare Documentation Integrity (AHDI), *formally known as the American Association for Medical Transcriptionist (AAMT)*, as a Registered Medical Transcriptionist (RMT) or Certified Medical Transcriptions (CMT) may be substituted for the one (1) year of required Clerical-Typing Experience.
5. Successful completion of a substantially full-time medical transcription curriculum of one (1) school year leading to a degree, diploma, or certificate at an accredited community college, business or technical school and which included courses in typing, medical terminology, and medical transcription may be substituted for one (1) year of the required Specialized Experience.
6. Successful completion of a substantially full-time medical transcription curriculum of less than a year leading to a degree, diploma, or certificate at an accredited community college, business, or technical school and which included courses in medical terminology and medical transcription may be substituted for the required Specialized Experience on a month-for-month basis.
7. Successful completion of a medical record technician program at a post-secondary institution accredited by the American Medical Record Association may be substituted for six (6) months of the required Specialized Experience.

Substitution of Specialized Experience for General Experience: Excess Specialized Experience of the type and quality described above may be substituted for the required General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear both the conversational voice and recorded voice on tape or similar recording device, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources/Designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the classes, MEDICAL TRANSCRIPTIONIST I - V, to clarify supervisory aptitude, effective April 16, 2013.

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

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

This is an amendment to the minimum specifications for the class MEDICAL TRANSCRIPTIONIST, to delete the test requirement, effective May 1, 2005.

This is an amendment, change in title and change in code to the minimum qualification 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: April 16, 2013

PAUL TSUKIYAMA
Director of Human Resources