

## UW HEALTH JOB DESCRIPTION

### MEDICAL TRANSCRIPTIONIST SENIOR

<b>Job Code: 530015</b>	<b>FLSA Status: Non-Exempt</b>	<b>Mgt. Approval: M Marggi</b>	<b>Date: 9-18</b>
<b>Department : Laboratory Services</b>		<b>HR Approval: K Sawyer</b>	<b>Date: 9-18</b>

### JOB SUMMARY

This position serves as a coordinator of operations for the departmental transcription office and is responsible for the transcription of pathology reports, completing the training of medical transcriptionists and other clerical duties of the departmental office. The office processes report information from general surgical pathology, renal pathology, neuropathology, electron microscopy, eyepathology, dermatopathology, and autopsy pathology.

Problems encountered are of a moderate to high degree of complexity and may require innovation because reference sources and subject matter experts are not available. Decisions are made in consultation with medical staff, the operational management.

This position operates under general direction and requires a high degree of organizational skill. This position interacts daily with pathologists, residents, technologists, clinical staff and physicians.

### MAJOR RESPONSIBILITIES

#### A. Coordinate operations of the Departmental Transcription Office

1. Complete the training of medical transcriptionists
2. Make appropriate revisions and additions to the training manual as needed
3. Monitor workflow and coordinate work assignment scheduling
4. Provide input into review of medical transcriptionists
5. Arrange for equipment repair and preventive maintenance
6. Evaluate process efficiency and recommend and implement improvements
7. Serve as a reference resource for terminology and process issues
8. Coordinate office supply inventory and place orders
9. Review error trends and make suggestions and implement system improvement

#### B. Production of Pathology reports

1. Word processing of gross and microscopic descriptions and diagnoses either by dictation or from hand written notes for Pathology staff, residents or fellows.
2. Word processing of hand written or dictated reports from multiple disciplines including referred consultations, and all post final report modifications.
3. Proofread and correct draft reports for review by pathologists.
4. Assign reports to the appropriate pathologist for final verification.
5. Monitor reports at all stages of production to assure rigid reporting timelines are adhered to. Follow up with pathology staff to assure compliance.
6. Accession consults patients into the lab information system.

#### C. Office activities

1. Answer telephones and relay information regarding report status to staff both in and out of the hospital involved in the care of the patient.
2. Provide diagnoses to hospital staff either in person or by telephone.
3. Other duties as assigned.

#### D. Provide clerical assistance to staff assigned to autopsy transcription

1. Prepare preliminary and final autopsy reports on autopsy cases by transcribing dictation in a standardized format.
2. Receive corrections and verify accuracy of draft reports by proofreading finished documents and making modifications.
3. Type correspondence for autopsy related issues for medical staff.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

Education	Minimum	High school diploma or equivalent
	Preferred	Formal training in medical transcription
Work Experience	Minimum	Two years of transcription experience

## UW HEALTH JOB DESCRIPTION

	Preferred	Three years of experience in medical transcription, including leadership responsibilities.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Demonstrated ability to type proficiently, organize work, communicate effectively, and maintain good interpersonal relationships with co-workers and ability to work independently are essential.</li> <li>• Knowledge of medical terminology, anatomy and physiology.</li> <li>• Knowledge of medical transcription guidelines and practices.</li> <li>• Excellent written and oral communication skills, including English usage, grammar, punctuation and style.</li> <li>• Ability to use designated reference materials.</li> <li>• Ability to operate designated word processing, dictation and transcription equipment.</li> <li>• Demonstrated ability to work proficiently and prioritize.</li> <li>• Ability to communicate effectively, maintaining good interpersonal relationships with co-workers.</li> <li>• Ability to work independently.</li> <li>• Telephone experience is preferred.</li> </ul>	

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input checked="" type="checkbox"/>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.