



**OHIO**  
UNIVERSITY

**Classification and Qualification  
Standards**

**Medical Transcriptionist**  
*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Administrative Support	<b>Job Code:</b> 40124 <b>Grade:</b> B	<b>Date Established:</b> 2/24/2003	<b>FLSA Category:</b> NON-EXEMPT
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**JOB SUMMARY**

Under direction, the fully operational classification receives instructions in general terms, utilizes independent judgment within established procedures and guidelines, and refers some questions and problems to higher levels. This classification requires knowledge of medical terminology and transcription techniques in order to transcribe, review and edit medical reports.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Prepares and reviews documents produced from recorded data.
2. Reviews reference materials for preparation of reports.
3. Transcribes medical dictation from physicians for patients' records.
4. Duplicates, faxes, and mails documents to outside individuals or agencies.
5. Answers telephone, and provides routine information.
6. Maintains and updates confidential department files.
7. Maintains office equipment and supplies.
8. Supervises student employees.
9. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of medical terminology\*; transcription techniques\*; oral and written communication; anatomy and physiology\*; and employee development\*; public relations. Skill in operation of transcribing equipment\*; computer and basic office equipment. Ability to listen to physicians in order to transcribe medical dictation\*; prepare and edit reports; provide routine information; and maintain and update confidential files.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

9 mos. training or 9 mos. experience in office practices, policies and procedure. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*