
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Health Records

Grid: 18

Class Title: Medical Transcriptionist

I. Level Definition

Positions at this level transcribe medical dictation and perform related clerical duties.

II. Typical Duties

1. Transcribes medical dictation such as histories, consultations and physicians' reports from dictation equipment and/or rough draft.
2. Copies and distributes reports and correspondence as required.
3. Performs a variety of clerical duties such as booking appointments, answering the telephone and maintaining files and records.
4. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, graduation from an approved program in medical transcription and one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 60 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.