**Supervisor:** Medical Records Supervisor

**Summary:** Has overall responsibility for day-to-day operations of the medical transcription functions. These duties will be conducted in accordance with existing [CHC] policies and procedures.

**Essential Duties and Responsibilities:**

1. Transcribe all medical diction, which includes progress notes, medical correspondence, letters, psychological notes, etc., for residents, PAs and faculty.
2. Transcribe minimum of 1000 lines per day.
3. File all dictation into appropriate charts and file charts in appropriate boxes for signatures.
4. Print dictation off of disc.
5. Maintain daily log of all dictation. Have tape recorders ready for each day service with new tapes in them. Maintain medical records rooms by sorting and reviewing charts in the dictation files, keeping track of supplies needed, contacting physicians needing to sign off on notes. Compile all letters, envelopes, etc., prepare for doctors’ signatures and place on appropriate desks. Acquire hard copy of letters for charts. Maintain all dictating equipment and notify appropriate person of any problems.
6. At end of each day pick up providers envelopes with recorder and tape to transcribe.
7. Miscellaneous duties: Attend weekly staff meetings. Answer phone in office. Maintain supplies for office. Purge charts on dictation shelf weekly to catch any missing dictation. Maintain medical and drug terminology, file and update. Address, file and type miscellaneous letters for nurses as needed. Other duties as assigned.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, including transcribing a minimum of 1000 lines per day. The requirements listed below are representative of the knowledge, skills and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working in the patient information office may expose this position to sensitive and/or confidential information which must be held in confidence.

**Education and Experience:** Two years of college or technical school; or five years related experience and training; or equivalent preferably in a medical related setting, or a combination of education and experience. A minimum of three (3) years of experience in an office setting is required.

**Work Record:**A demonstrated work record showing good attendance, punctuality, dependability and the ability to work well with supervisors and coworkers as part of a team effort. Experience in a executive setting.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to sales personnel, patients, and staff. Fluency in writing/speaking Spanish would be an asset.

**Mathematical Skills:** Ability to calculate figures and amounts such as sliding fees, discounts, interest, proportions and percentages. Ability to apply concepts of basic algebra. Mathematical accuracy and attention to detail are essential skills for this position.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Team Work:** Ability to work and interact effectively and positively with other staff members to build and enhance teamwork in the clinics and in the overall [CHC] organization.

**Sensitivity to the Needs of Special Populations:** Ability to understand and respond appropriately, effectively and sensitively to special population groups served by [CHC]. Special population groups include those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, etc.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to drive, sit, handle papers, type and operate computer equipment; reach with hands and arms; talk, see and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:** Work is performed in a typical business office environment. Some local trips by automobile to other sites within the city of [city] may be required (i.e., Post Office, office supplies, etc.). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.