

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Prison Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial) 042-125-1177-xxx
UNIT NAME AND CITY LOCATED Centralized Dictation & Transcription, Sacramento	CLASS TITLE Medical Transcriber
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8300 Valdez Ave., Depot Park, Building 5
PROPOSED INCUMBENT (if known)	

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the general supervision of the Senior Medical Transcriber, the Medical Transcriber provides transcription services for medical and mental health care professionals, including transcribing reports of the findings of history and physical examinations, evaluations and assessments. The incumbent also transcribes consults and summary reports that must be appropriately documented in the Unit Health Record (UHR), and is expected to complete 150 lines of transcription per hour.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

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| 65% | Listens to recordings on transcribing machines, using a headset and foot pedal, in order to understand and interpret dictation from physicians and other allied health care professionals from institutions throughout the state, so as to accurately transcribe and document patient care and facilitate delivery of health care services for inmates. Transcribes and processes a variety of medical and psychological reports including medical histories and physical examinations, mental health status evaluations, 128-C chronos, progress notes, treatment plan updates, consultations, Board of Prison Reports, psychosocial reports, cognitive skills reports, psychological reports, and clerical resumes, in order that this information can be included in medical records and/or can be transmitted to physicians and other entities who are authorized to receive it. |
| 30% | Proofreads transcriptions and makes necessary corrections including editing sentence structure, format, punctuation, capitalization, and spelling. Makes further corrections on transcriptions as requested by the Sr. Medical Transcriber as a result of work audits completed by the Sr. Medical Transcriber. |
| 5% | May act on behalf of the Senior Medical Transcriber in their absence. Performs other related duties as assigned. |

DUTY STATEMENT

RPA – -

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>	
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Modern office methods, supplies and equipment; technical medical terms and abbreviations, various medical forms and reports and their processing; business English and correspondence.</p> <p><i>Ability to:</i> Type at a speed of not less than 45 words a minute from ordinary manuscript or printed or type written material; spell correctly; read and write English at a level required for successful job performance; make arithmetical computations; follow difficult oral and written directions; and evaluate situations correctly and take effective action; and perform medical clerical work of average difficulty including the ability to process a large variety of medical reports and correspondence, transcribe accurately difficult dictation involving a variety of medical terms from a dictating machine.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Knowledge of medical transcription guidelines and practices. Excellent skills in English usage, grammar, punctuation, and style. Ability to type at a speed of 80 words a minute. Ability to use an extensive array of professional reference materials. Ability to operate word processing equipment, dictation and transcription equipment, and other equipment as specified, and to troubleshoot as necessary. Ability to work under pressure with time constraints. Ability to concentrate. Excellent listening skills. Ability to understand and apply relevant legal concepts (e.g., confidentiality). An incumbent in this position is given assignments that require a seasoned depth of knowledge in a medical specialty (or specialties). The incumbent is regularly given assignments that vary in report or correspondence type, originator, and specialty. Incumbents at this level need to be able to resolve non-routine problems independently.</p> <p><u>Special Personal Characteristics:</u> Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p><u>Interpersonal Skills:</u> Work independently and in a team setting.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE