



DIVISION SCOPE OF SERVICE

Division: GULF COAST
DHP Classification: TRANSCRIPTIONIST
Name of Dependent Healthcare Professional (DHP):

<p>Transcriptionist: The Transcriptionist must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p>Definition of Care or Service: The Transcriptionist will have no direct patient contact and will do clerical work only. Scope of service may include:</p> <ul style="list-style-type: none"> • Communicates with medical imaging personnel regarding any pertinent information as it relates to Powerscribe reports or processes. • Inputs result codes and follow-up codes in the PowerScribe and/or Meditech system. • Transcribes reports and assures accuracy of transcription by appropriately editing and proofreading the reports. • Distributes completed transcription to appropriate person for review and signing of report. • Insures maintenance of confidentiality of transcriptions. • Has a good working knowledge of the Meditech computer system and PowerScribe computer systems. • Can verbalize correct emergency code activation procedures and the action required to respond to emergencies. • Utilizes office equipment efficiently and safely to include but not limited to personal computer, telephones, and copier. • Utilizes automated transcription equipment efficiently in the provision of services. • Communicates effectively verbally and in writing to fulfill position responsibilities. • Consistently follows established office process routines to keep work flowing. Shows ability to adapt to special situations. • Maintains turnaround times for transcribing/editing below 4 hours. • Assists Radiologist as they require. • Demonstrates ability to prioritize and manage time, work independently, follow-through and take initiative. • Demonstrates Clinical and Service excellence behaviors to include code of HCA conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.
<p>Setting(s):</p> <ul style="list-style-type: none"> • Surgical services areas including but not limited to hospitals and outpatient surgery centers
<p>Supervision: Division Transcription manager/ Director of Information Services</p>
<p>Evaluator: Division Transcription manager/ Director of Information Services</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School Diploma or equivalent
<p>State Requirements:</p> <ul style="list-style-type: none"> • None
<p>Experience: Working knowledge of medical terminology. One year of medical transcriptionist experience preferred.</p>



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Competencies:

The Transcriptionist will demonstrate:

- 80-90 WPM in typing. Must possess a proficiency in computer word processing capabilities.
- Proficient in utilization of transcribing, computer, and office equipment.
- Similar hospital or office setting experience preferred.
- Must possess good customer service skills and be people oriented
- Required immunizations per DHP Division requirements

References:

DHP Printed Name: _____ DHP Signature: _____

Company/Vendor: _____ Date: _____