

DIVISION SCOPE OF SERVICE

Division: NORTH TEXAS
Classification: MEDICAL TRANSCRIPTIONIST
Applicant Name:

<p>Medical Transcriptionist: The Medical 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>Medical Transcriptionist: The Medical Transcriptionist transcribes medical documents based on physician recordings. These documents then go on to become official hospital medical records. Scope of service may involve:</p> <ul style="list-style-type: none"> • Receiving prerecorded audio notes from physician procedures and reviewing audio recordings for content • Transcribing recordings to type-written format using keyboard, computer, and audio control equipment • Submitting transcribed documents for inclusion in official hospital records • Reviewing transcribed documents for accuracy • Identify mistakes in reports, and check with doctors to obtain the correct information • 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"> • Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, clinics and physician practices
<p>Supervision:</p> <ul style="list-style-type: none"> • Supervision by the AP Manager or Lead Transcriptionist • Supervision is defined by any limitations in practice that may be addressed by state law <p>Evaluator: Department director or designee in conjunction with supervising Pathologist.</p> <p>Tier Level:</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School Diploma or GED • Medical transcription training (proof can be on Skills Checklist) <p>NOTE: Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.</p>
<p>State Requirements:</p> <ul style="list-style-type: none"> •
<p>Experience: 1 year of Transcription experience</p>
<p>Competencies: The Medical Transcriptionist will demonstrate:</p> <ul style="list-style-type: none"> • Translate medical jargon and abbreviations • Keep up to date with standard medical reference materials for clarity • Able to Utilize speech recognition technology • Comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential • Infection Prevention <ul style="list-style-type: none"> ○ Practices consistent hand hygiene ○ Uses personal protective equipment (PPE)



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- Required immunizations per Division requirements
- Complies with Isolation precautions

References:

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____