

Minimum Qualification Specification
for the Class:

MEDICAL TRANSCRIPTIONIST

Basic Education/Experience Requirements:

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma, with satisfactory completion of courses demonstrating knowledge of English grammar, spelling and punctuation.

Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below:

Clerical-Typing Experience: One (1) year of progressively responsible work experience which involved the operation of a typewriter (or word processor) at the rate of 55 net words per minute in performing a variety of standard clerical work such as typing of correspondence, reports and other material. Such work must have demonstrated knowledge of English grammar, spelling, and punctuation; common office appliances and equipment; and the ability to read and understand oral and written instructions; carry out procedures in clerical work systems; speak and write simply and directly; observe differences in copy and proofread words and numbers quickly and accurately; and operate various kinds of office equipment.

Specialized Experience: One (1) year of progressively responsible work experience in transcribing (from direct dictation, tapes or similar recording system) and typing (by typewriter or word processor) medical reports, progress notes, case summaries, or correspondence involving medical terminology. Such experience must have demonstrated knowledge of medical terms and the ability to use standard medical references to verify questionable terms.

Substitutions Allowed:

Substitution of Education for Experience:

1. Successful completion of a substantially full-time clerical curriculum of less than a year leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in

typing, basic English, general clerical procedures, and office machines, may be substituted for the required Clerical-Typing Experience on a month-for-month basis.

2. Successful completion of a substantially full-time clerical curriculum of a year or more leading to a degree, diploma, or certificate at an accredited community college, business or technical school and which included courses in typing, basic English, general clerical procedures, and office machines may be substituted for the one (1) year of required Clerical-Typing Experience.
3. Successful completion of one (1) school year (of a program of more than one (1) year in length) of a substantially full-time clerical curriculum at an accredited community college, business, or technical school and which included courses in typing, basic English, general clerical procedures, and office machines, may be substituted for the one (1) year of required Clerical-Typing Experience.
4. Successful completion of a substantially full-time medical transcription curriculum of one (1) school year leading to a degree, diploma, or certificate at an accredited community college, business or technical school and which included courses in typing, medical terminology, and medical transcription may be substituted for one (1) year of the required Specialized Experience.
5. Successful completion of a substantially full-time medical transcription curriculum of less than a year leading to a degree, diploma, or certificate at an accredited community college, business, or technical school and which included courses in medical terminology and medical transcription may be substituted for the required Specialized Experience on a month-for-month basis.
6. Successful completion of a medical record technician program at a post-secondary institution accredited by the American Medical Record Association may be substituted for six (6) months of the required Specialized Experience.

Substitution of Specialized Experience for General Experience: Excess Specialized Experience of the type and quality described above may be substituted for the required General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that

he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

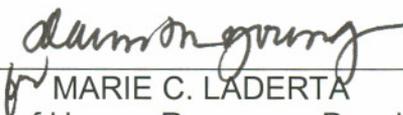
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the class MEDICAL TRANSCRIPTIONIST which was approved on December 22, 1988.

DATE APPROVED: NOV 06 2008



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