

**MASON CITY CLINIC**  
**Job Description**

**Job Title:** Medical Transcription Clerk Typist

**FLSA Status:** Non-exempt

**Job Code:**

**Employee Group:** Non-Management

**Department:** Medical Transcription

**General Summary:**

Under general supervision and following prescribed procedures, picks up, sorts, and distributes patient documentation and correspondence. Utilizes and maintains documents within the Electronic Medical Record (EMR) on a daily basis. Makes corrections on transcribed documents and communicates with off site staff to ensure proper changes are made to documents. Verifies completed dictation for appointments. Researches patient or physician information to allow transcriptionists to complete dictations. Performs a variety of related clerical duties including typing or processing of forms, letters, reports, and the like; photocopying and scanning necessary materials; answering telephone calls and recording messages; and so forth. Maintains confidentiality in all aspects of the job.

**Principal Duties and Responsibilities:**

1. Performs daily department rounds to pick up patient documents, reports, correspondence and so forth from designated areas; records pick up information; and delivers to appropriate Clinic personnel.
2. Prepares correspondence for distribution (e.g., EMGs, No-Show Letters).
3. Communicates with off-site staff for transcription changes and corrections, as well as completing minor corrections to transcribed documents.
4. Verifies that a complete dictation is received for each patient that has an appointment, and sends information to physicians when dictation is not completed.
5. Researches Office Visit documents for blanks in dictation. Researches referring, primary care physician, Workman's Compensation information such as addresses, phone numbers, fax numbers, etc. Performs edits and corrections, as needed.
6. Cooperates with staff in all departments to produce and maintain an electronic medical record, which documents and supports comprehensive, high quality patient care.
7. Performs miscellaneous clerical duties such as typing or processing of forms, letters and other documents; preparing & filing multiple types of reports, paper or electronic; photocopying necessary materials; answering telephone calls and recording messages; and so forth.
8. Operates Information System (IS) devices, such as computers, facsimile to print out patient progress notes transcribed off site or on other equipment.
9. Provides on-going support to the Transcription team.
10. Collects and forwards clinical patient information for surgeries scheduled at MMC-NI and ASC (Pre-Admission Testing (PAT) Process). Maintains log of information sent.
11. Maintains ample supply of routinely used office supplies, completes requisition for same, and secures necessary approval prior to submission to Purchasing.
12. Actively participates in the Clinic's process improvement program. Seeks to identify and resolve issues through teamwork and collaboration.

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- 13. Assists in training of new medical records staff, as assigned.
- 14. Performs other duties as assigned.

**Knowledge, Skills and Abilities Required:**

- 1. Ability to read and write in order to sort and verify patient information, and update dictated notes in electronic medical record at a level normally acquired through completion of high school.
- 2. Knowledge of medical terminology normally acquired through completion of medical terminology class.
- 3. Approximately one to three months on-the-job experience necessary in order to become familiar with medical record filing system, the electronic medical record, and to learn Clinic policies and procedures.
- 4. Interpersonal skills necessary in order to effectively and cooperatively interact with Clinic personnel when requesting or receiving information.
- 5. Basic analytical skills necessary when sorting and distributing information to appropriate personnel and ensuring proper date sequence of dictated notes.
- 6. Ability to concentrate and pay close attention to detail for one-hundred percent of work time when sorting and distributing information and matching up loose dictation with electronic medical record and ensuring accuracy of date sequence.
- 7. Ability to stand and walk for up to fifty percent of work time when picking up and delivering patient documents.
- 8. Ability to maintain confidentiality in all aspects of the job.

**Working Conditions:**

- 1. Works in a normal office environment where there are few, if any, physical discomforts due to dust, dirt, noise and the like.

**Reporting Relationships:**

Reports to the Medical Records & Transcription Assistant Manager.

**Approvals:**

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The above is intended to describe the general content of and the requirements for the performance of this job. It

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is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Reviewed 6/2017