

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Medical Word Processing Transcriptionist

**SERIES NO.:**

1262

**MAJOR AGENCIES:**

Rehabilitation Services Commission only

**EFFECTIVE DATE:**

10/17/2004

**SERIES PURPOSE:**

The purpose of the medical word processing specialist occupation is to operate word processing equipment and software to produce confidential, complex, highly technical multi-specialty medical reports on production basis (i.e., minimum of 50% of the time).

At the full performance level, incumbents operate word processing equipment and software to produce confidential, complex, highly technical multi-specialty medical reports on production basis (i.e., minimum of 50% of the time).

This classification is for use by the Ohio Rehabilitation Services Commission only.

**CLASS TITLE**

Medical Word Processing Transcriptionist

**CLASS NUMBER**

12621

**PAY RANGE**

27

**EFFECTIVE**

10/17/2004

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of medical terminology & thorough knowledge of word processing techniques & procedures & advanced skill in operation of word processing equipment in order to operate word processing equipment & software to produce confidential, complex, highly technical multi-specialty medical reports on production basis (i.e., minimum of 50% of the time).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Medical Word Processing Transcriptionist	12621	09	10/17/2004	27

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Operates word processing equipment & software to produce confidential, complex, highly technical multi-specialty medical reports dictated by physicians, teachers &/or medical professionals in all branches of medical field, revises, modifies & merges corrected information on word processing equipment, backs up data to disc or tape for future retention, periodically reviews stored reports & deletes documents, as necessary to maintain file integrity, saves, retrieves, modifies & prints completed medical reports using printer, proofreads documents for correct spelling, punctuation & grammar, edits, copies &/or mails completed reports to physicians/medical sources for signature &/or routes to claims files.

Operates dictaphone & computerized voice processor & transcribing equipment to access completed reports from centralized recording system, transcribes & revises reports onto final format; operates data retrieval programs on personal computer (e.g., Wang; power finder) to confirm, obtain, verify &/or complete claimant & physician/medical source information (e.g., new medical sources; change of address; schools); enters information into system for use by adjudicators, supervisors &/or transcriptionists.

Researches medical terminology using medical sources (e.g., Dorland's medical dictionary; Merck manual; medical phrase index; CD Rom; Webster's collegiate dictionary; Billup's American drug index; medical community); assists claims adjudicators to ascertain status of reports by using dictaphone computerized transcription system to perform data search; assists other outside transcription sources by providing claimant &/or physician data to complete transcribed reports; copies, faxes &/or mails correspondence &/or reports; maintains data, records & reports.

Answers telephone, answers questions &/or takes messages; screens & refers telephone calls; assists adjudicators &/or physicians in use of central dictation system; trains & orients new staff in use of equipment; participates in identification of problems with equipment; participates in development of office procedures.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of word processing techniques & procedures; Dorland's medical dictionary\*; Merck manual\*; medical phrase index\*; CD Rom based medical database\*; office practices & procedures; fractions, decimals & percentages; technical terminology in the appropriate area. Skill in operating word processing equipment; operating typewriter keyboard; operating dictaphone/transcriber; personal computer; software (e.g., Wang; power finder)\*. Ability to interpret variety of instructions in written, oral, picture or schedule form; copy material accurately & recognize grammatical & spelling errors; screen mail; sort items into categories according to established methods; handle routine telephone &/or face to face contacts.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

9 mos. trg. or 9 mos. exp. in using word processing equipment & related software; 9 mos. trg. or 9 mos. exp. in office practices & procedures; 1 course or 3 mos. exp. in medical terminology; 3 mos. trg. or 3 mos. exp. in medical transcription; formal education in arithmetic that includes calculation of fractions & percentages & in alphabetizing, English grammar, punctuation & editing of common English vocabulary.

-or 6 mos. exp. as Word Processing Specialist 1, 12611; 3 mos. trg. or 3 mos. exp. in medical transcription; 1 course or 3 mos. exp. in medical terminology.

-or equivalent of Minimum Class Qualifications for Employment noted above

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Work involves constant deadlines, work pile-ups, constant noise (e.g., word processor, printer) & interruptions; confined to work area for long periods of time.