



# AMERICAN ASSOCIATION FOR MEDICAL TRANSCRIPTION

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## AAMT Model Job Description: MEDICAL TRANSCRIPTIONIST

The *AAMT Model Job Description* is a practical, useful compilation of the basic job responsibilities of a medical transcriptionist. It is designed to assist human resource managers, department managers, supervisors, and others in recruiting, supervising, and evaluating individuals in medical transcription positions.

The *AAMT Model Job Description* is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

**Position Summary:** Medical language specialist who interprets and transcribes dictation by physicians and other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis, etc., in order to document patient care and facilitate delivery of healthcare services.

**Knowledge, skills, and abilities:**

- 1 Minimum education level of associate degree or equivalent in work experience and continuing education.
- 2 Knowledge of medical terminology, anatomy and physiology, clinical medicine, surgery, diagnostic tests, radiology, pathology, pharmacology, and the various medical specialties as required in areas of responsibility.
- 3 Knowledge of medical transcription guidelines and practices.
- 4 Excellent written and oral communication skills, including English usage, grammar, punctuation, and style.
- 5 Ability to understand diverse accents and dialects and varying dictation styles.
- 6 Ability to use designated reference materials.
- 7 Ability to operate designated word processing, dictation, and transcription equipment, and other equipment as specified.
- 8 Ability to work independently with minimal supervision.
- 9 Ability to work under pressure with time constraints.
- 10 Ability to concentrate.
- 11 Excellent listening skills.
- 12 Excellent eye, hand, and auditory coordination.
- 13 Certified medical transcriptionist (CMT) status preferred.

**Working conditions:**

General office environment. Quiet surroundings. Adequate lighting.

**Physical demands:**

Primarily sedentary work, with continuous use of earphones, keyboard, foot control, and where applicable, video display terminal.

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# AAMT Model Job Description: Medical Transcriptionist

## **Job responsibilities:**

## **Performance standards:**

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| <p>1. Transcribes medical dictation to provide a permanent record of patient care.</p>  | <p>1.1 Applies knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription and proofreading of medical dictation from originators with various accents, dialects, and dictation styles.</p> <p>1.2 Recognizes, interprets, and evaluates inconsistencies, discrepancies, and inaccuracies in medical dictation, and appropriately edits, revises, and clarifies them without altering the meaning of the dictation or changing the dictator's style.</p> <p>1.3 Clarifies dictation which is unclear or incomplete, seeking assistance as necessary.</p> <p>1.4 Flags reports requiring the attention of the supervisor or dictator.</p> <p>1.5 Uses reference materials appropriately and efficiently to facilitate the accuracy, clarity, and completeness of reports.</p> <p>1.6 Meets quality and productivity standards and deadlines established by employer.</p> <p>1.7 Verifies patient information for accuracy and completeness.</p> <p>1.8 Formats reports according to established guidelines.</p> |
| <p>2. Demonstrates an understanding of the medicolegal implications and responsibilities related to the transcription of patient records to protect the patient and the business/institution.</p> | <p>2.1 Understands and complies with policies and procedures related to medicolegal matters, including confidentiality, amendment of medical records, release of information, patients' rights, medical records as legal evidence, informed consent, etc.</p> <p>2.2 Meets standards of professional and ethical conduct.</p> <p>2.3 Recognizes and reports unusual circumstances and/or information with possible risk factors to appropriate risk management personnel.</p> <p>2.4 Recognizes and reports problems, errors, and discrepancies in dictation and patient records to appropriate manager.</p> <p>2.5 Consults appropriate personnel regarding dictation which may be regarded as unprofessional, frivolous, insulting, inflammatory, or inappropriate.</p>  |
| <p>3. Operates designated word processing, dictation, and transcription equipment as directed to complete assignments.</p>  | <p>3.1 Uses designated equipment effectively, skillfully, and efficiently.</p> <p>3.2 Maintains equipment and work area as directed.</p> <p>3.3 Assesses condition of equipment and furnishings, and reports need for replacement or repair.</p>   |
| <p>4. Follows policies and procedures to contribute to the efficiency of the medical transcription department.</p>  | <p>4.1 Demonstrates an understanding of policies, procedures, and priorities, seeking clarification as needed.</p> <p>4.2 Reports to work on time, as scheduled, and is dependable and cooperative.</p> <p>4.3 Organizes and prioritizes assigned work, and schedules time to accommodate work demands, turnaround-time requirements, and commitments.</p> <p>4.4 Maintains required records, providing reports as scheduled and upon request.</p> <p>4.5 Participates in quality assurance programs.</p> <p>4.6 Participates in evaluation and selection of equipment and furnishings.</p> <p>4.7 Provides administrative/clerical/technical support as needed and as assigned.</p>   |
| <p>5. Expands job-related knowledge and skills to improve performance and adjust to change.</p>   | <p>5.1 Participates in in-service and continuing education activities.</p> <p>5.2 Provides documentation of in-service and continuing education activities.</p> <p>5.3 Reviews trends and developments in medicine, English usage, technology, and transcription practices, and shares knowledge with colleagues.</p> <p>5.4 Documents new and revised terminology, definitions, styles, and practices for reference and application.</p> <p>5.5 Participates in the evaluation and selection of books, publications, and other reference materials.</p>   |
| <p>6. Uses interpersonal skills effectively to build and maintain cooperative working relationships</p>   | <p>6 1 Works and communicates in a positive and cooperative manner with management and supervisory staff, medical staff, co-workers, and other healthcare personnel, and patients and their families when providing information and services, seeking assistance and clarification, and resolving problems.</p> <p>6 1 Contributes to team efforts.</p> <p>6 1 Carries out assignments responsibly.</p> <p>6 1 Participates in a positive and cooperative manner during staff meetings.</p> <p>6 1 Handles difficult and sensitive situations tactfully.</p> <p>6 1 Responds well to supervision.</p> <p>6 1 Shares information with co-workers.</p> <p>6 1 Assists with training of new employees as needed.</p>  |