



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### MEDICAL TRANSCRIPTIONISTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Medical Transcriptionists-B	L9094B	35	
Medical Transcriptionists-O	L9094O	40	
Medical Transcriptionists-A	L9094A	45	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe reports that have been dictated, translate medical jargon and abbreviations into their expanded forms. Edit as necessary and return reports in either printed or electronic form to the dictator for review and signature, or correction.

#### Nature of Work

Medical transcriptionists return transcribed documents to the physicians or other healthcare professionals who dictated them for review and signature or correction. These documents eventually become part of patients' permanent files. They must understand medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments. Medical transcriptionists must comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role are responsible for routine duties in support of medical transcriptionists.

#### Recommended Education and Experience for Full Performance

High School diploma or GED and one (1) year experience in medical transcription. A medical transcription certification may substitute for one (1) year experience.

#### Minimum Qualifications

High School diploma or GED.

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### Operational

- Employees in this Role use headsets and transcribing machines, to accurately transcribe routine recordings by physicians and other healthcare professionals into standard medical reports.
- Employees translate medical jargon and abbreviations into their expanded form.

### Recommended Education and Experience for Full Performance\*

High School diploma or GED and one and a half (1.5) years of experience in medical transcription. A medical transcription certification may substitute for one (1) year experience.

### Minimum Qualifications

High School diploma or GED and one (1) year experience in medical transcription. A medical transcription certification may substitute for one (1) year experience.

### Advanced

- Employees in this Role use transcribing machines to transcribe a variety of specialized and complex medical reports.
- Employees understand and accurately transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms.

### Recommended Education and Experience for Full Performance

High School diploma or GED and two (2) years of experience in medical transcription. A medical transcription certification may substitute for one (1) year experience.

### Minimum Qualifications

High School diploma or GED and one and a half (1.5) years of experience in medical transcription. A medical transcription certification may substitute for one (1) year experience.

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

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**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Speaking** — Talking to others to convey information effectively.

**Time Management** — Managing one's own time and the time of others.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*