MEDICAL TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized office clerical work of a moderately complex nature involving transcription work of a medical character. Work is similar to that found in other clerical series except that these positions require that employees possess a special knowledge gained through previous experience or training in medical terminology and usage. Transcribed material is reviewed upon completion for content, accuracy and correctness. The work is performed under the general direction of the Chief Medical Technologist or other hospital official with wide leeway allowed for carrying out the details of the work. Supervision is not a function of this position. An employee in this class performs related secretarial and clerical duties as required.

TYPICAL WORK ACTIVITIES:

- Types transcription tapes of medical documents such as admission records, patient physicals and histories, progress reports, operative reports and discharge sheets;
- Types transcription tapes on all surgical specimens and autopsy reports in the pathology department;
- Checks files and proofreads documents involving medical terminology to verify accuracy and completeness;
- Composes and types replies to letters requesting routine information;
- Processes, sorts, indexes, records and files a variety of medical control records and reports using medical terminology;
- Serves as receptionist for office answering telephone and giving out routine information;
- May operate addressograph, mimeograph, adding machine or other office equipment;
- May keep a daily schedule of appointments, meetings and interviews.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:
Good knowledge of medical terminology and standard nomenclature of diseases; good knowledge of English grammer, spelling and vocabulary; good knowledge of office terminology, procedures and equipment; ability to type accurately from a dictaphone tape at an acceptable rate of speed; ability to understand and carry out moderately complex written and oral instructions; ability to write legibly; clerical aptitude; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Completion of one year medical secretarial course; **or**

(b) One year of experience in a medical doctor's or hospital office which shall have included the transcription of medical dictation; **or**

(c) Any equivalent combination of training and experience.