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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Health Records

**Grid:** 18

**Class Title:** Medical Transcriptionist,  
Supervisor I

### **I. Level Definition**

Positions at this level supervise one or two designated staff, transcribe medical dictation and perform related clerical duties.

### **II. Typical Duties**

1. Supervises one or two designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Transcribes medical dictation such as histories, consultations and physicians' reports from dictation equipment and/or rough draft.
3. Provides information by telephone or correspondence to sources such as physicians, patients' families and government agencies.
4. Provides information such as date of admission or discharge by telephone or correspondence to sources such as workers' compensation, ICBC and physicians. Types material such as correspondence, copies material such as reports, sorts and files material as necessary.
5. Co-ordinates booking of patients' appointments in accordance with the schedules of clinics or services.
6. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, graduation from an approved course in medical transcription and two years' recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to keyboard at 60 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.