

Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: MEDICAL TRANSCRIBER

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

This is the entry and first journey level in the Medical Transcriber series. Under general supervision, incumbents serve in a secretarial capacity to a physician or in a clerical pool to do medical transcribing using a wide variety of technical medical terms, abbreviations, and reports of average difficulty.

- 85% Transcribes average and difficult dictations accurately, involving a variety of medical terms and abbreviations, from dictated material using a personal computer (with the knowledge of Microsoft Word program).

- 5% Performs a wide variety of non-medical typing assignments, including correspondence, reports, distribution of all transcribed materials, requesting faxes of conferences not typed in Health Information Management Department (HIMD), and duplication material using photocopying equipment.

- 5% Assists the Senior Medical Transcriber as necessary, researching status of dictation for hospital staff, communicating with dictators when discrepancies or problems occur in dictation, and orienting clinical staff on transcription procedures.

- 5% Other duties as assigned.

- 0% **SITE SPECIFIC DUTIES**
Not applicable.

- 0% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Medical Transcriber performs duties under the general supervision of the Senior Medical Transcriber.

3. SUPERVISION EXERCISED

None.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Modern office methods, supplies and equipment; technical medical terms and abbreviations; various medical forms and reports and their processing; business English and correspondence.

ABILITY TO:

Type at a speed not less than 45 words a minute from ordinary manuscript or printed or typewritten material; spell correctly; read and write English at a level required for successful job performance; make arithmetical computations; follow difficult oral and written directions; and evaluate situations correctly and take effective action; and perform medical clerical work of average difficulty including the ability to process a large variety of medical reports and correspondence; transcribe accurately difficult dictation involving a variety of medical terms from a dictating machine.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Not applicable.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public;
- Comply with hospital policies and procedures

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature



Print Name

JOHN O. GALIA

Date

12/19/2025

Supervisor Signature



Print Name

JOHN O. GALIA

Date

12/19/2025

Reviewing Supervisor
Signature

Print Name

Date

