

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 575-271-1177-001	Date:
Class: Medical Transcriber	Name:
<p>Under the direction of the Health Records Technician II, the Medical Transcriber transcribes dictation of average difficulty from a dictation machine as a major portion (50% or more) of the duties. Has knowledge of modern office methods, supplies and equipment, technical medical terms and abbreviations, various medical forms and reports including the processing of various reports. Follows difficult oral and written instruction and evaluates situations correctly and takes effective action. Has good command of business English and grammar.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
80%	Transcribing dictation of average difficulty from a dictating machine using a wide variety of technical medical terms, abbreviations, such as x-rays, laboratory, therapeutic procedures, medical histories, diagnostic work-ups, physical examinations, admission and discharge summaries, minor surgery reports, medical consultations, psychiatric and psychological reports, and clerical resumes for inclusion in medical records and for transmission to physician.
15%	Answer telephone inquiries and comply with requests from Medical staff. Receive and relay information to Medical staff. Assist with the screening of incoming Unit Health Records (UHRs), pulling of the UHR for clinics, physicians, nursing staff, etc. and miscellaneous filing. Maintain personal daily work log, computer hard drive maintenance and floppy storage. Operate Home computer system terminal to access needed resident information. Medical Transcriber must be versed in all medical specialties for knowledge of their specific works and medical abbreviations. Transcriber(s) must type an average of 1200 lines per workday.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: typing on computer, filing					X
HEARING: listening to dictation, daily meetings					X
SPEAKING: answer phone calls, HIM requests		X			
WALKING: filing on units and in HIM Department				X	
SITTING: typing at computer					X
STANDING: filing paperwork			X		
BALANCING: computer work and filing					X
CONCENTRATING: transcribing documents/statistics					X
COMPREHENSION: understanding dictation					X
WORKING INDEPENDENTLY:					X
LIFTING UP TO 10 LBS OCCASSIONALLY: lifting medical records or supplies ordered such as paper			X		
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY: medical records/supplies		X			
LIFTING UP 25-50 LBS OCCASSIONALLY AND/OR 20-50 FREQUENTLY: boxes with medical records		X			
FINGERING: typing					X
REACHING: filing paperwork into medical records			X		
CARRYING: medical records/supplies		X			
CLIMBING: NA		X			
BENDING AT WAIST: filing			X		
KNEELING: filing/lifting medical records/supplies		X			
PUSHING OR PULLING: carts with medical records		X			
HANDLING: medical records/paperwork			X		
DRIVING: NA		X			
OPERATING EQUIPMENT: computer, fax machine, copy machine, addressograph					X
WORKING INDOORS: all work is indoor					X
WORKING OUTDOORS: NA		X			
WORKING IN CONFINED SPACE: most work is done in the cubicle					X

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources _____ Date _____