

Code: 1157

Title: PATHOLOGY TRANSCRIBER

SUMMARY: Transcribes, edits, types, distributes, files surgical, pathology and autopsy reports. This classification is distinguished from Medical Transcriber by its specialized transcription activities for documentation of surgical, pathology and autopsy cases.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Transcribes dictation and types surgical pathology reports including transcription of gross and microscopic examinations;

Transcribes and types detailed autopsy reports from dictation or dictating equipment;

Edits documents for appropriateness of pathology terminology, grammar, punctuation and spelling;

Enters selected data from surgical reports into the computer database;

Distributes copies of transcribed reports to the originating physician(s) for final review, and makes necessary corrections;

Files completed reports and retrieves files as required;

Verifies billing and fee rates for laboratory requisitions, and makes necessary corrections;

Types various laboratory reports and procedures manuals;

Answers questions, provides information and releases documentation to the Medical Records Division, other hospitals, mortuaries and other agencies in accordance with hospital policies;

Releases deceased to mortuaries and other agencies after insuring that appropriate documentation is completed;

Maintains appropriate security and confidentiality of information encountered in the performance of assigned duties;

Operates various office equipment including dictation equipment, computer terminals, word processors, adding machines and photocopy machines.

KNOWLEDGE & SKILLS:

Knowledge of:

- medical and pathology terminology and documentation;
- data entry and verification procedures;
- filing procedures;
- hospital or department policies pertaining to confidentiality and security of information;
- billing procedures and record keeping;
- English language grammar, punctuation, and spelling.

Skill in:

- transcribing and typing surgical, pathology, and autopsy reports;
- editing documents for grammar, punctuation, spelling and appropriateness of pathology terminology;
- operating various office equipment, personal computers, and word processing software.

MINIMUM QUALIFICATIONS:

EITHER:

(1) One year of experience in transcribing and typing surgical, pathology, autopsy or medical procedures documentation from dictation or written reports. [Data entry of diagnostic or medical coding is not qualifying experience.]

[Successful completion of a Medical Transcriber or Medical Secretary course from an accredited college, university or vocational/educational institution may be substituted for six months of the required experience.]

OR:

(2) One year of experience with Pima County as a Medical Transcriber or as an Office Support Level III or IV performing medical, surgical, pathology, autopsy or medical procedures transcription and typing. [Data entry of diagnostic or medical coding is not qualifying experience.]

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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