



Provincial Job Description

TITLE:
**(511) Transcription Quality Assurance
Coordinator**

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates transcription data quality services through daily and monthly auditing to ensure accuracy and consistency of transcribed data.

QUALIFICATIONS:

- ◆ Medical Administrative Assistant diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced keyboarding skills
- ◆ Leadership skills
- ◆ Analytical skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months experience as a Medical Transcriptionist to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Quality Assurance/Administration

- ◆ Performs daily/monthly quality audits on reports produced by medical transcriptionists.
- ◆ Performs edits and corrections to transcribed reports to meet quality standards.
- ◆ Provides feedback and support to medical transcriptionists and physicians in regards to quality standards.
- ◆ Participates in establishing and maintaining standards, procedures and instructions that contribute to the effectiveness of the data quality.
- ◆ Provides coordination/administrative support.
- ◆ Provides functional guidance and instructions to employees.
- ◆ Provides input and assists with performance reviews.

B. Medical Transcription

- ◆ Performs medical transcription duties (e.g., client histories, physicals, discharge summaries, operative reports, labour and delivery notes).
- ◆ Performs other transcription duties (e.g., letters, memos, administrative reports, follow-up and appointment letters).
- ◆ Performs hold queue duties.

C. Related Key Work Activities

- ◆ Performs incomplete chart counts.
- ◆ Prepares statistical reports.
- ◆ Performs general office duties (e.g., filing, shredding, ordering office supplies, archiving).
- ◆ Photocopies, faxes, scans and distributes documents.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: May 16, 2024