



UNION JOB DESCRIPTION

JD290

JOB TITLE:	Medical Imaging Transcription Editor	JOB DESCRIPTION NO.:	40257/F.VI.10603.001
CLASSIFICATION:	Medical Transcriptionist	GRID/PAY LEVEL:	F 18
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10603
UNION:	HEU	JOB/CLASS CODE:	SI: 40257 CINI: 10603
PROGRAM/DEPARTMENT:	Medical Imaging, Support Services	BENCHMARKS (If Applicable):	10603
REPORTING TO:	Coordinator or designate		
FACILITY/SITE:	VIHA-SI (VGH): VIHA-CI (NRGH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Coordinator or designate, utilizing a variety of computerized applications including a voice recognition software program, such as Powerscribe 360 (PS360), the Medical Imaging Transcription Editor is responsible for the timely and accurate transcription of Radiologist reports for a variety of diagnostic modalities including Radiology, Fluoroscopy, Breast Imaging, Ultrasound, Computed Tomography, Nuclear Medicine, Magnetic Resonance Imaging, Angiography and Echocardiograms; performs general clerical duties as required.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Accurately edits speech recognized drafts and/or transcribes medical imaging dictation for a variety of procedures and modalities from multiple Radiologists.
2. Ensures chronological typing order and prioritization of identified urgencies of transcription-editor work in accordance with established guidelines, standards and procedures.
3. Applies medical terminology, anatomy, physiology and english language rules to the transcription and proofreading of medical imaging dictation.
4. Recognizes, interprets, and evaluates inconsistencies, discrepancies and inaccuracies in medical imaging dictation and appropriately revises or flags these for additional review in accordance with established procedures.
5. Distributes and copies completed reports in accordance with established procedures.
6. Meets established productivity and quality expectations of the transcription-editor work by organizing and prioritizing workflow to meet established task and time deadlines of the transcription-editor service. Resolves most challenges independently or through cooperative consultation with co-workers, referring issues or concerns to Coordinator or designate as needed.
7. Performs a variety of general clerical duties as required, such as answering the telephone, faxing reports, taking and relaying messages, sorting, maintaining and filing reports and correspondence, photocopying, and sorting and distributing incoming and outgoing mail.
8. Contributes to and prepares reports related transcription-editor utilization and issues as required, and provides recommendations for improvements to systems, standards, procedures and guidelines.

9. Participates in orientation for transcription-editor processes by demonstrating systems, practices and procedures to staff, Radiologists, and students as required.
10. Adheres to and complies with departmental and Island Health policies and procedures pertaining to patient information confidentiality and security of electronic and computer based data.
11. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, graduation from an approved program in medical transcription, familiarity with Medical Imaging Systems (RIS, PACS, Radnet) and demonstrated knowledge of voice activated software, such as Powerscribe 360, or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to keyboard at 60 wpm.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment, including a computer utilizing a variety of software applications and specialized voice recognition software, such as Powerscribe 360.