

POSITION DESCRIPTION

POSITION TITLE: MRS Coordinator
DEPARTMENT: Women's Wellness
LOCATION:
DATE PREPARED:

* New Position Exempt
Revised Position * Non Exempt
replaced position description
dated:
* position title:
* what sections have changed?

SECTION I

PURPOSE OF POSITION

State briefly, in one or two sentences, the principal purpose of this position. Why does it exist? What is it paid to accomplish?

SECTION II

KNOWLEDGE AND SKILLS

List the minimum knowledge and skills required to begin working in this position and the additional knowledge and skills that are desirable, but not essential.

MINIMUM

DESIRABLE

Education, Credentials, Licenses:

HS graduate

Graduate of medical transcribing school. Good knowledge and understanding of computers and hospital information systems.

Specialized Knowledge:

Medical terminology. Type 50 WPM.
Knowledge of transcribing equipment.

Kind and Length of Experience:

One year transcribing experience.

SECTION III

MAJOR ACTIVITIES AND END RESULTS

List, in brief statements, the major activities and end results for which this position is accountable. Most positions will have between five and eight major activities/end results. Describe the position so that someone unfamiliar with your position will understand what is done, and why it is done. Weigh each major activity/end result based on its importance relative to the total job (i.e.: 10%, 20%, 45%).

- | | |
|---|-----|
| 1. Accurately transcribes dictated reports and types miscellaneous reports. | 75% |
| 2. Performs secretarial duties. | 10% |
| 3. Communicates with physician offices and calls/faxes reports when necessary. | 5% |
| 4. Assists clerical staff with pulling, purging, or filing patient records and films. | 5% |
| 5. Performs miscellaneous duties as required. | 5% |

Required:

Employee must successfully complete an orientation process that identifies skills needed to practice in their position and in their job assignment. Skill requirements must be met and maintained to ensure employee competency. This is achieved through an annual review of those particular skills and a work improvement plan for any non-compliant area.

SECTION IV

PROBLEM SOLVING

Briefly describe two or three typical problems this position must resolve to achieve the end results listed in Section III.

Must correlate specific transcription to correct patient data.
Verifies that diagnosis in reports is consistent with patient charges.
Responsible for fact-finding when report is delayed.

SECTION V

SCOPE OF POSITION

- A) Who (by title) does this position report to? Mammography supervisor.
-Indicate type of supervision provided
- B) Who (by title) reports directly to this position?
-Indicate type of supervision provided-N/A
- C) Total number of FTE's: (reporting to this position? N/A
- D) Annual operating budget: (if applicable) N/A
- E) Other dollar measures of accountability: N/A

SECTION VI

WORKING CONDITIONS

Describe unusual working conditions such as physical effort, exposure to environmental conditions and exposure to hazards.

Sits for long periods of time. Computer operation.

SECTION VII

ADVANCEMENT TO NEXT POSITION

Identify the most likely future position(s) of advancement. This position(s) may be a higher level or equivalent level job within or outside the department. Advancement criteria, such as required technical knowledge (skills, education, experience), managerial capabilities, and problem solving skills should also be noted.

Next Likely Position(s): Comparable positions, or supervisory position in Medical Records

Advancement Criteria: Course work in applicable areas.

SECTION VIII

GENERAL

Describe anything else which is important to this position, such as unique aspects which make it different from similar positions.

The position required typing, use of Dictaphone, and computer. Physicians and patients dependent upon receiving results from Women's Center procedures for care situations have a high degree of urgency with their requests. Transcription of breast imaging reports is critical to outcomes in terms of quality, patient satisfaction and the values of