

**STATE OF WISCONSIN**  
**CLASSIFICATION SPECIFICATION**  
**MEDICAL TRANSCRIPTIONIST**  
**CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to positions which perform transcription and proofreading of medical dictation to provide a permanent record of patient care. This classification specification will not specifically identify every eventually or combination of duties and responsibilities of positions that current exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses administrative support positions that are responsible for highly technical medical transcription work and are located in a medical or treatment facility found in the University of Wisconsin System or in the institutions operated by the Department of Health and Family Services or Department of Veterans Affairs. Such positions require proficiency in medical transcription, and, for the majority of time, perform transcription and proofreading of medical dictation for inclusion in a patient’s medical record. Such proficiency is usually gained by formal training at a technical college or correspondence coursework.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which meeting the statutory definition of supervisor or management in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions located at the University Hospital and Clinics performing medical transcription. Such positions would be allocated to a title unique to the different UWHC classification structure.
3. Positions which, for a majority of time, engage in providing a variety of production typing which may include medical terminology but is not specific to a patient's medical record and are more appropriately classified as Word Processing Operator.
4. Positions which, for a majority of time, engage in providing a variety of technical typing involving medical terminology for the purpose of publication and are more appropriately classified as Technical Typist.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance And Progression Through The Series

Entrance into this series will typically be by competitive examination. Movement from the Medical Transcriptionist to the Medical Transcriptionist – Senior will be by reclassification as the employee satisfactorily attains the specified training, education or experience.

## II. DEFINITIONS

### **MEDICAL TRANSCRIPTIONIST**

Positions allocated to this level perform all the work of an Medical Transcriptionist – Senior, but are in the process of learning the wide variety of medical, pharmacology, instrumentation, diagnostic, procedure and surgical terminology, anatomy and physiology, the different types of medical reports and their proper format. Positions function at this level until all the basic skills or terminology associated with the work unit are mastered and being performed at a satisfactory level. Work is performed under close progressing to limited supervision.

### **MEDICAL TRANSCRIPTIONIST – SENIOR**

Positions allocated to this level perform the full range of medical transcription and proofreading duties which typically include operative reports, radiology reports, discharge summaries, history and physical examination reports, physician orders and diagnostic information, psychiatric and psychological reports, clinic notes, and correspondence regarding the patient record. The employee is responsible for recognizing, interpreting and evaluating inconsistencies in medical dictation and edits, revising and clarifying without altering the meaning; clarifying dictation which is unclear or incomplete; and verifying patient information for accuracy and completeness. Work is performed under general supervision.

## III. QUALIFICATIONS

General: the qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Special Qualifications: most positions will require formal training as a Medical Transcriptionist which is typically obtained through a technical college or correspondence course program.

#### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created as a result of a review of Word Processing Operators performing medical transcription duties. It was created effective July 2, 2000 and was announced in Bulletin CLR/SC-115. A review of these positions, in contrast to medical transcription positions in tertiary care hospitals, indicated that, while there are some differences, there are also many similarities such that a separate classification series from Word Processing Operator is appropriate.

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