

**NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS
JOB DESCRIPTION**

Job Title: Transcriptionist
Reports To: Medical Records Manager
FLSA Status: Non-Exempt
Classified As: Administrative
Effective Date: 7/1/96
Revision/Review Date: 7/6/18

SUMMARY:

The primary responsibility for this position is the completion of word processing and transcription of psychiatric and clinical documentation in a timely and accurate fashion.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisors.

QUALIFICATIONS:

This position will be knowledgeable and actively support: 1) culturally competent, recovery-based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals; and 3) a trauma informed culture of safety to aid individuals in their recovery process. To support this, lived experiences with behavioral health issues is desired.

EDUCATION, CERTIFICATES and/or EXPERIENCE:

1. High school diploma and at least one year of medical transcription experience or high school diploma and technical classes including medical terminology and keyboarding.

HEARING/LANGUAGE SKILLS:

1. Ability to read and interpret documents such as policy and procedure manuals, safety rules, and operating and maintenance instructions.
2. Ability to write routine correspondence.
3. Ability to effectively present information in one-on-one and small group situations to employees of the organization, service recipients and small group situations.
4. Ability to translate appropriate interpretation and spelling of dictation including sentence structure.
5. Ability to effectively hear dictated reports.

MATHEMATICAL SKILLS:

1. Basic mathematical skills.

REASONING ABILITY:

1. Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with prioritization of dictated reports and those reports needed on demand.

OTHER SKILLS AND ABILITIES:

1. Must type, on average, 60 wpm and be experienced in microcomputer software including Word.
2. Must have the ability to operate various office equipment i.e. computer, dictation equipment, copier, fax

machine, etc.

3. Participation in training and education as necessary to maintain current competency (ies) in skill areas essential for implementing job duties and responsibilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee is required to sit for lengthy periods of time; uses hands and fingers for length periods of time, handle or feel objects, tools, or controls; reach with hands and arms. The employee must have good hearing as well as speaking skills.
2. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.
3. The employee must occasionally lift and/or move up to 10 pounds.
4. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually quiet to moderate.

CONFIDENTIALITY:

The effectiveness of NBHS and its services is dependent upon confidential relationships with people. It is the policy of NBHS that all service recipient related information shall be kept confidential according to Section 748 of Act No. 258 of the Privacy Acts of 1974. Employees shall not divulge information about other staff, service recipients or information contained in agency files, emails and records except to other employees who may need such information in connection with their duties.

REQUIRED TRAININGS:

The following Northpointe trainings are required for this position:

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| 1. Corporate Compliance & Ethics | Required within 30 days of hire. Annual reviews are required. |
| 2. Customer Service I | Required within 30 days of hire. Reviews as necessary. |
| 3. Diversity | Required within 30 days of hire. Annual reviews are required. |
| 4. Drug Free Workplace | Required within 30 days of hire. Reviews as necessary. |
| 5. Harassment | Required within 30 days of hire. Reviews as necessary. |
| 6. HIPAA | Required within 30 days of hire. Annual reviews are required. |
| 7. Infection Control | Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required. |
| 8. NorthCare Network Org. & Com. | Required within 30 days of hire. Reviews as necessary. |
| 9. Person Centered Planning/LEP | Required within 30 days of hire. Annual reviews are required. |
| 10. Recipient Rights | Required within 30 days of hire. Annual reviews are required. |
| 11. Safety | Required within 30 days of hire. Annual reviews are required. |

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Completes word processing and transcription of psychiatric and clinical documents from audio dictation and occasionally handwritten form.

Create computerized folders for each practitioner and downloads digital information to appropriate folder.

Transcribes clinical documentation from ELMER.

Ensure dictation is typed and returned to originator in a timely manner, generally within 48 hours.

Assists with copying, etc.

Fax, scan and/or copy medical record information as needed.

Process release of information forms; document on electronic disclosure log as required.

Creates/monitors SALs on psychiatric documents.

Works with clinical staff as needed to assure appropriate authorizations are available for practitioner to sign transcribed documents.

COMPETENCIES:

1. Demonstrate proficiency in microcomputer software necessary to perform job functions.
2. Demonstrate ability to prioritize and manage one's own time and resources.
3. Overall commitment to the quality of service recipient information as demonstrated by transcribed reports.
4. Demonstrate ability to adhere to all NBHS policies and procedures regarding confidentiality.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received and reviewed this job description for Northpointe Behavioral Healthcare Systems. I fully understand my obligations and responsibilities as outlined herein.

Employee Signature

Date