

Essential Skills and Abilities – Medical Transcriptionist

English Language

- Usage Competencies:
1. Demonstrate correct English usage, apply rules of proper grammar, punctuation and style, and use correct spelling and logical sentence structure.
 2. Ability to use English grammar, spelling and style references and other resources.

Technology

- Competencies:
1. Ability to operate and general knowledge of designated word processing, dictation, and transcription equipment.
 2. Knowledge of trends and developments in word processing, dictation, and transcription equipment.

Medical Knowledge

- Competencies:
1. Knowledge of medical terminology including prefixes, suffixes, combining forms, root words, abbreviations, acronyms, eponyms, etc.
 2. Ability to use medical references and other resources.
 3. Correctly define, identify, pronounce, and spell medical terms related to anatomy, physiology, lab tests, drugs, clinical medicine, surgery, pathology, and radiology.
 4. Knowledge of human anatomy and physiology.

Discrimination and Integration

- Competencies:
1. Able to meet progressively demanding medical transcription accuracy and productivity standards.
 2. Able to recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in medical dictation.
 3. Ability to proofread and correct transcribed medical reports.
 4. Demonstrate an understanding and application of ethics in medical transcription profession.
 5. Knowledge of health care record and understanding of medicolegal aspects of profession.

Communication

- Competencies:
1. Works and cooperates in a positive and cooperative manner with supervisory staff and co-workers.
 2. Handles difficult and sensitive situations tactfully.
 3. Shares information with co-workers.