

## **The Lead Transcriptionist**

By Judy Hinickle, CMT

This position requires a highly qualified medical transcriptionist to direct fellow transcriptionists and transcription assistants on a particular shift in the successful and timely completion of assigned transcription tasks. The lead transcriptionist should serve as a role model for transcriptionists in professional attitude, knowledge, demeanor and execution of duties. The person in this position reports to the medical transcription supervisor.

The lead transcriptionist should be able to demonstrate skills that include a 98% accuracy rate, excellent production, and appropriate levels of knowledge in English grammar, medical terminology, anatomy, and medical reference usage. S/he should possess superior typing skills, an understanding of accents and dialects, and the ability to make appropriate and superior decisions in the transcription process itself. The lead transcriptionist demonstrates excellent computer skills, organizational skills, and interacts well with fellow associates.

### **Job Description: Lead Transcriptionist**

The lead transcriptionist responds to the daily needs of a busy medical transcription department. S/he:

- Coordinates work flow on the shift assigned.
- Assists the transcription supervisor in training of new employees on the shift assigned.
- Is responsible for reviewing employees' transcription for accuracy and completion as defined by department procedures.
- Is responsible for assisting employees with questions and problems related to dictation requirements.
- Assists employees with problems associated with accurate editing and transcription.
- Is proficient in the use of reference books and procedure manuals.
- Transcribes accurately all types of medical reports per standards listed above.
- Has a working knowledge of word processing, dictation and data management systems.
- Reports equipment and supply needs and interacts with maintenance representatives as needed.
- Keeps the transcription supervisor abreast of changes and transcriptionist needs.
- Performs other duties as assigned.