

CLASSIFICATION: MEDICAL TYPIST I

Class Code: 6214-07

Date Established: 01-14-86

Occupational Code: 1-2-4

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform a variety of typing and clerical duties involving medical reports and records.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Checks draft of medical or psychiatric correspondence and types in final form.
- Maintains central filing systems and insures pertinent medical data is made available to professional staff.
- Compiles, figures and codes physicians' billing for submission to insurance companies for financial reimbursement.
- Verifies monthly expenditure reports to insure accuracy in financial record keeping and reimbursement.
- Types agendas for staff meetings of professionals and patients.
- Gathers and organizes medical notes to be typed into a standardized treatment plan for the patient.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

MINIMUM QUALIFICATIONS:

Education: Completion of high school, G.E.D. or its equivalent, including courses in office procedures, word processing, or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year's experience in a secretarial position requiring knowledge of medical terminology.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of business English, spelling and arithmetic. Knowledge of office practices and procedures. Skill in interviewing, typing reports, documents, correspondence, and medical material with speed and accuracy. Ability to maintain clerical records and establish reports from such records. Ability to establish and maintain harmonious working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.