

MEDICAL TRANSCRIPTIONISTS

Detailed Work Activities: Medical Transcriptionist (31-9094)	
1	Confer with client regarding type of arrangement desired
2	Record medical history
3	Perform clerical duties such as typing, accepting orders, or sorting mail
4	Transcribe spoken or written information
5	Correct grammar, punctuation, or spelling in written materials
6	Take messages, notes, shorthand, and dictation
7	Confer with instructors or trainers
8	Calculate medicine dosages
9	Conduct laboratory research or experiments
10	Conduct medical laboratory tests
11	Construct medical supportive devices
12	Fit medical supportive devices
13	Store medical laboratory specimens
14	Maintain dental or medical records
15	Maintain medical supportive devices
16	Post medical insurance billings to account
17	Proofread printed or written material
18	Code medical procedures on claims
19	Operate computers to enter, calculate, access, and retrieve data
20	Retrieve files or charts
21	Dictate correspondence to be recorded
22	Process medical records
23	Cultivate micro-organisms for study, testing, or medical preparations
24	Identify type of radiation
25	Arrange galley setups of type

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Intermediate Work Activities: Medical Transcriptionist (31-9094)

1	Confer with clients to determine needs or order specifications
2	Maintain health or medical records
3	Perform administrative or clerical activities
4	Edit written materials or documents
5	Obtain information about goods or services
6	Analyze health or medical data
7	Gather information from physical or electronic sources
8	Collect information about patients or clients
9	Fabricate medical devices
10	Fit assistive devices to patients or clients
11	Monitor operations to ensure compliance with regulations or standards
12	Maintain medical equipment or instruments
13	Maintain sales or financial records
14	Examine materials or documentation for accuracy or compliance
15	Process digital or online data
16	Operate computer systems or computerized equipment
17	Prepare specimens or materials for testing
18	Mark materials or objects for identification
19	Arrange displays or decorations

Generalized Work Activities: Medical Transcriptionist (31-9094)

1	Performing Administrative Activities
2	Getting Information
3	Analyzing Data or Information
4	Handling and Moving Objects
5	Assisting and Caring for Others
6	Monitor Processes, Materials, or Surroundings
7	Documenting/Recording Information
8	Repairing and Maintaining Electronic Equipment
9	Evaluating Information to Determine Compliance with Standards
10	Interacting With Computers
11	Identifying Objects, Actions, and Events