

Name: \_\_\_\_\_

**Medical Transcription/Transcriptionist**

**Directions:**

Evaluate the student by entering the appropriate number to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

**Student Rating Scale:**

- 0 No Exposure** – no experience/knowledge in this area
- 1 Knowledge Received** – area is understood
- 2 Limited Skill** – has exposure, but additional training and supervision is required
- 3 Moderately Skilled** – limited training and supervision may be required, but progress is being made
- 4 Skilled** – no additional training is required; the competency has been mastered and knowledge can be transferred to other applications

0	1	2	3	4	<b>A. Demonstrate Interpersonal Skills</b>	<b>Notes:</b>
					1. Listen actively and attentively	
					2. Identify the customer (e.g., physician client, or co-worker)	
					3. Demonstrate good customer service (e.g., appropriate response to customer needs)	
					4. Demonstrate a professional work ethic (e.g., punctuality, attendance, dress, and dependability)	
					5. Demonstrate proper telephone etiquette	
					6. Accept constructive feedback	
					7. Follow directions	
					8. Demonstrate a positive and cooperative attitude	
					9. Demonstrate teamwork	
					Other:	

0	1	2	3	4	<b>B. Document Effectively and Appropriately</b>	<b>Notes:</b>
					1. Interpret health care provider dictation appropriately (e.g., diverse accents, dialects, and varying dictation styles)	
					2. Demonstrate proper sentence structure	
					3. Demonstrate proper grammar	
					4. Demonstrate proper spelling	
					5. Demonstrate proper editing	
					6. Demonstrate proper formatting	
					Other:	

0	1	2	3	4	<b>C. Use Medical Terminology Appropriately</b>	<b>Notes:</b>
					1. Use basic medical terminology (e.g., prefix, suffix, roots, and combination forms)	
					2. Use medical abbreviations, acronyms, and eponyms	
					3. Differentiate between terms that sound or look alike	

					4. Use appropriate anatomic terms to describe body systems	
					5. Recognize common lab testing procedures and their normal values	
					6. Identify common drug categories including units of measure	
					7. Differentiate between generic and trade names of medications	
					8. Associate disease processes with the appropriate diagnostic testing, therapies, and treatments	
					9. Differentiate between medical specialties	
					10. Identify common surgical procedures and instrumentation	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>D. Demonstrate Technical Skills</b>	<b>Notes:</b>
					1. Demonstrate basic computer skills (e.g., logon to computer and using the operating system)	
					2. Perform basic computer troubleshooting	
					3. Demonstrate word processing skills	
					4. Utilize keyboarding skills	
					5. Demonstrate a typing speed of ____ wpm	
					6. Operate dictation equipment	
					7. Operate transcription equipment	
					8. Describe the functions of speech-recognition technology	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>E. Apply Researching Skills</b>	<b>Notes:</b>
					1. Utilize the appropriate professional reference materials (e.g., printed materials and software)	
					2. Use the Internet to locate various resources	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>F. Demonstrate Performance Improvement</b>	<b>Notes:</b>
					1. Demonstrate performance improvement through timeliness and accuracy	
					2. Work independently	
					3. Focus on the task	
					4. Demonstrate time management	
					5. Demonstrate critical thinking and problem-solving skills	
					6. Adapt to an ever-changing environment	

					7. Identify the need and responsibility for continuing education	
					Other:	

0	1	2	3	4	<b>G. Explain Medical / Legal Issues</b>	<b>Notes:</b>
					1. Explain the importance of confidentiality	
					2. Maintain confidentiality (e.g., medical records as legal evidence)	
					3. Explain risk management (e.g., release of information and amendment of medical records)	
					4. Comply with risk management procedures	
					5. Apply knowledge of government regulations and accrediting agencies	
					6. Assume responsibility for personal and professional behavior within ethical and legal standards	
					Other:	

0	1	2	3	4	<b>H. Describe Ergonomics and Physical Demands</b>	<b>Notes:</b>
					1. Describe the elements of an ergonomic workstation	
					2. Describe exercises that help to prevent repetitive stress injuries	
					3. Demonstrate coordination skills (e.g., hand, ear, eye, foot, and adaptive equipment)	
					4. Demonstrate proper body mechanics	
					Other:	

0	1	2	3	4	<b>I. Leadership Competencies **</b>	<b>Notes:</b>
					1. Demonstrate an understanding of SkillsUSA-VICA, its structure, and activities	
					2. Demonstrate an understanding of one's personal values	
					3. Perform tasks related to effective personal management skills	
					4. Demonstrate interpersonal skills	
					5. Demonstrate etiquette and courtesy	
					6. Demonstrate effectiveness in oral and written communication	
					7. Develop and maintain a code of professional ethics	
					8. Maintain a good professional appearance	
					9. Perform basic tasks related to securing and terminating employees	
					10. Perform basic parliamentary procedures in a group meeting	
					Other:	

**\*\*NOTE: These competencies are addressed in the Missouri SkillsUSA-VICA Curriculum Guide lessons**