

Target Group:



Occupational Profile

Medical Transcriptionist

Standard Occupational Code 31-9094.00

What They Do

Transcribe medical reports recorded by physicians and other healthcare practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate abbreviations into fully understandable form. Edit as necessary and return reports in either printed or electronic form for review and signature, or correction.

Is This For You?

Work Interests are described in the following categories (compatible with Holland's Model). People who tend to succeed in this career are:

Conventional - Enjoy following a set of procedures and routines with a clear line of authority to follow. May include working with data and details more than ideas.

Work Values are aspects of work that are satisfying to you. The following work values are generally associated with this career:

Relationships – Allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

Achievement – Results oriented, allow use of strongest abilities and provide feeling of accomplishment.

Support - Offer supportive management that stands behind employees.

Abilities reflect a person's aptitude to acquire skills and knowledge. The following abilities are important for success in the career:

- Oral Comprehension
- Written Comprehension
- Written Expression
- Speech Recognition
- Near Vision

Skills You Need

- Active Listening
- Reading Comprehension
- Writing
- Time Management
- Critical Thinking
- Judgment and Decision Making
- Monitoring
- Speaking

Education & Training

Medical transcriptionists need to **complete a medical transcription training program.**

SD Employment & Wages

| 2012 Workers | 2022 Workers | Numeric Change | Percent Change | Average Annual Demand for Workers | Median Annual Wage |
|-----------------|-----------------|-------------------|-------------------|---|--------------------------|
| 785 | 755 | -30 | -3.8% | 15 | \$29,900 |

Additional References

South Dakota Career InSite

www.sdjobs.org/careerinsite

Career OneStop

www.careeronestop.org

O*Net Online

online.onetcenter.org

Requirements for the National Career Readiness Certificate (NCRC)

| | Median Skill Level |
|----------------------|--------------------|
| Locating Information | 4 |

Where They Work

The South Dakota Industries which employ the largest number of medical transcriptionists are:

- Offices of Physicians
- General Medical and Surgical Hospitals
- Offices of Other Health Practitioners
- Business Support Services
- Medical and Diagnostic Laboratories

Visit www.sdjobs.org/lmic/occprofiles to obtain the most recent workforce data and trends. Also available are explanations of the terms used for work interests, work values, abilities, and skills sections of occupational profiles.