



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 – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents
- Writing – communicating effectively in writing as appropriate for the needs of the audience
- Time Management – Managing one’s own time and the time of others

Education & Training

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

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

SD Employment & Wages

2016 Workers	2026 Workers	Numeric Change	Percent Change	Average Demand for Workers	Average Annual Wage
640	550	-110	-14%	60	\$34,650

Activities: what you might do in a day

- Perform clerical work in medical settings
- Prepare medical reports or documents
- Record vital statistics or other health information
- Maintain medical records
- Process medical billing information
- Schedule patient procedures or appointments

Additional References

Career OneStop

www.careeronestop.org

O*Net Online

online.onetcenter.org