



DIVISION SCOPE OF SERVICE

Division: CENTRAL WEST TEXAS
DHP Classification: TRANSCRIPTIONIST
Name of Dependent Healthcare Professional (DHP):

<p>Transcriptionist: The Transcriptionist must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p>
<p>Definition of Care or Service: The Transcriptionist will have no direct patient contact and will do clerical work only.</p>
<p>Setting(s):</p> <ul style="list-style-type: none"> • Surgical services areas including but not limited to hospitals and outpatient surgery centers
<p>Supervision: Medical Director of Laboratory Department</p>
<p>Evaluator: Medical Director of Laboratory Department</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School Diploma or equivalent
<p>State Requirements:</p> <ul style="list-style-type: none"> • None
<p>Experience: Transcription and office work experience</p>
<p>Competencies:</p> <ul style="list-style-type: none"> • 70 WPM in typing • Knowledge of medical terminology • Basic computer and office equipment use
<p>References:</p>

<p>DHP Printed Name: _____ DHP Signature: _____</p> <p>Company/Vendor: _____ Date: _____</p>
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