



# Example of Doc Specialist Job Description

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Our innovative and growing company is looking for a doc specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for doc specialist

- Through a standard random selection process, select randomly transcribed/edited reports for review
- Review the transcribed report against actual dictation, applying industry-specific standards provided by current resources and references
- Provide timely and consistent feedback to the AHS HIM Corporate Director/Designee on vendor quality and medical staff feedback
- Recognize, interpret, and evaluate inconsistencies, discrepancies and inaccuracies in the medical dictation, and appropriately clarify and/or report them as required
- Monitoring M Modal Fluency Manager application to identify potential delays and address these with the appropriate Corporate/Vendor Representative
- Consistently review accounts on pending and hold list and makes appropriate report corrections
- Ensures pre-admission documents that do not contain a medical record number or financial numbers are corrected in a timely manner
- Edit transcribed reports requiring additional tables, final diagnosis/discharge date on discharge summary
- Process addenda requiring additional follow up by AHS
- Minimum of 2 years or more experience as auditor in a hospital Acute Care Transcription Department, hat focused on each task listed above

## Qualifications for doc specialist

- RMT – Registered Medical Transcriptionist
- Associates degree in Health Information Mana
- A proficiency in Microsoft Word and Excel
- A detailed understanding of workflows and system configuration
- The ability to write well