

Transcriptionist – One Sitting

Assessment Fact Sheet

Overview

The Transcriptionist solution is for entry-level clerical roles in a healthcare environment that require employees to translate medical information. Sample tasks for these jobs include, but are not limited to: transcribing dictated reports, deciphering medical jargon, and proofing medical reports. Potential job titles that use this solution are: Medical Transcriptionist, Medical Transcriber, and Documentation Specialist.

Job Level	Mid-level
Job Family/Title	Healthcare

Details

Average Testing Time (minutes)	33 minutes
Maximum Number of Questions	165 questions
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple Choice, Alphanumeric Typing, Multiple Choice - Adaptive

Knowledge, Skills, Abilities and Competencies Measured

Data Entry Skills: This is a measure of speed and accuracy when typing presented data into fields on a computer form. Specific skills that are measured include data entry speed, data entry accuracy, and error recognition.

Motivation: This component measures the tendency to set and accomplish challenging goals, while persisting in the face of significant obstacles. This trait is characterized by: working hard; taking satisfaction and pride in producing high quality work; and being competitive.

Assertiveness: This component measures the tendency of a person's effectiveness in directing and influencing others. This trait is characterized by: persuading and negotiating effectively with others; influencing others' decision-making; and coordinating others' efforts to accomplish work.

Responsibility: This component measures the tendency of a person's responsibility for his/her own actions and a commitment to performing assigned tasks. This trait is characterized by: reliability; proactive involvement in work; and a dedication to complete even the most mundane tasks.

Professional Potential: Measures the tendency to have potential for professional success across industry type and functional area. This is characterized by scores that are derived from responses to questions regarding academic and social background, and aspirations concerning work.

Medical Terminology: Measures the candidate's knowledge of common medical terms, prefixes, and suffixes being used today. Designed for all health care professionals, this test covers the following topics: Anatomical Mapping, Cardiovascular System, Digestive System, Endocrine System/Lymphatic/Urinary Systems, Musculoskeletal System, Nervous System, Reproductive System, Respiratory System, and Specific Field-Related Terms/Etymology. This test will verify an individual's knowledge of the concepts and subjects tested. The results of this test do not imply that the individual possesses the necessary skills to perform a specific procedure or treatment, nor is licensed or authorized to practice any health care profession under any applicable laws.

Example Questions

Invoice#:	707859734216	Date:	2/23/2001
Last Name:	Singleton	First Name:	Lorren
Street Address:	2571 North Wilson Street	City:	Decatur
State:	GA	Zip Code:	24589
Product:	TG18560C	Amount:	2745.83

Enter the data from the image above into the fields below:

Invoice#:	707859734216	Date:	2/23/01
Last Name:	Singleton	First Name:	Lorren
Street Address:	2571 North Wilson...	City:	Deca...
State:		Zip Code:	
Product:		Amount:	

Choose which of the two statements below is more true of you.

a.) I think I have some shortcomings that affect my work.

b.) Achieving personal success is very motivating for me.

The on-the-job help I've gotten from supervisors I've had has been:

- a) outstanding
- b) very good
- c) good
- d) fair
- e) poor
- f) none of my supervisors has really helped me



	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree
It is easy to provide excellent patient service.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sometimes it is challenging to feel compassion for strangers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Some patients deserve to be treated better than others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Example Reports

Recruiter Report : Healthcare 5.5: Transcriptionist - Short Form

Applicant Information

Name:
Application Date: Tue Oct 27 15:10:00 EDT 2009
Applicant ID: 12411152
Session ID: 015081420714781507
 This report is confidential and its contents are intended to assist in the prediction of an applicant's work behavior. If you would like more information about this interpretive report or other products that PreVisor offers, please contact your account representative.

Overall Score

Recommended ✓

	Low	Medium	High
Percentile	30	70	100
Overall Score	78		

Detailed Results

	Low	Medium	High
Percentile	30	70	100
Data Entry Skills	51		
Motivation	77		
Assertiveness	82		
Responsibility	45		
Professional Potential	64		
Medical Terminology	73		

Score Interpretation

Data Entry Skills

This is a measure of speed and accuracy when typing presented data into fields on a computer form. Specific skills that are measured include data entry speed, data entry accuracy, and error recognition.

When typing presented data into specific fields on a computer form, the candidate demonstrates average ability to type data quickly and accurately. The candidate is likely to perform these tasks at an adequate level on the job.

Motivation

This component measures the tendency to set and accomplish challenging goals, while persisting in the face of significant obstacles. This trait is characterized by: working hard; taking satisfaction and pride in producing high quality work; and being competitive.

The candidate is likely to set challenging goals and will persist despite obstacles. The candidate will tend to show a high level of pride in his/her work, striving for excellence even over prolonged periods of effort. The candidate is likely to be highly competitive and intense in approaching his/her work. The candidate is motivated to accomplish goals, regardless of the timeframe or difficulty level.