

# Medical Transcriptionists

SOC: 31-9094 • Career Profile Report

## ■ Key Facts

<b>\$37,550</b> Median Salary	<b>2,200</b> Employment	<b>-5.0%</b> Growth Rate
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## ■ Requirements & Salary Range

Education: Postsecondary

## ■ Automation Risk Assessment

**High Risk** - 75.0% probability of being automated in the next 10-20 years.  
This job has many routine, predictable tasks that could potentially be automated.

## ■ Work-Life Balance

**7.9/10** - Good work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	5.8/10	Investigative	6.0/10
Artistic	4.4/10	Social	8.4/10
Enterprising	4.6/10	Conventional	7.4/10

## ■ Top Skills Required

Computer skills, Critical-thinking skills, Listening skills, Time-management skills, Writing skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Medical Transcriptionists typically perform the following tasks:

- Return dictated reports in printed or electronic form for physician's review, signature, and corrections and for inclusion in patients' medical records.
- Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material.
- Identify mistakes in reports and check with doctors to obtain the correct information.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, or discharge summaries.
- Distinguish between homonyms and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
- Set up and maintain medical files and databases, including records such as x-ray, lab, and procedure reports, medical histories, diagnostic workups, admission and discharge summaries, and clinical resumes.
- Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.
- Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.
- Take dictation using shorthand, a stenotype machine, or headsets and transcribing machines.
- Perform a variety of clerical and office tasks, such as handling incoming and outgoing mail, completing and submitting insurance claims, typing, filing, or operating office machines.
- Decide which information should be included or excluded in reports.
- Receive and screen telephone calls and visitors.
- Receive patients, schedule appointments, and maintain patient records.
- Answer inquiries concerning the progress of medical cases, within the limits of confidentiality laws.

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Source: <https://www.bls.gov/ooh/healthcare/medical-transcriptionists.htm>