

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 Sittings	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

	1				
707859734216	Date:	2/23/2001			
Singleton	First Name:	Lorren			
2571 North Wilson Street	City:	Decatur			
GA	Zip Code:	24589			
TG18560C	Amount:	2745.83			
Enter the data from the image above into the fields below:					
707859734216	Date:	2/23/01			
Singleton	First Name:	Lorren			
2571 North Wilson	City:	Deca			
	Zip Code:				
	Amount:				
	J				
	TG18560C	Singleton 2571 North Wilson Street GA Tip Code: TG18560C The image above into the fields below: 707859734216 Singleton 2571 North Wilson City: Zip Code: City: Zip Code:			

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

- a.) $\ \ \bigcirc$ 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) overy good
- c) ogood
- d) fair
- e) opoor
- f) on none of my supervisors has really helped me





Example Reports

Recruiter Report : Healthcare 5.5: Transcriptionist - Short Form



Applicant Information

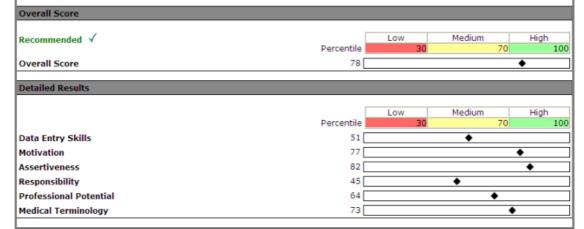
Name

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.



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