

Text-Dependent Questions for Support Services and Informatics

Read the following pages in your Health Science textbook: pp.5-7, 11-12. Before you read the text, predict the meaning of the word **transcriptionist**. What does “trans” mean? What does “scrip” mean? What does “-ist” mean? _____

Do not answer numbers 11-13 on this handout.

1. What are three jobs in the support services pathway?

2. What are three jobs in the health informatics pathway?

3. According to your reading, what are some necessary skills for health informatics?

4. What are three reasons for rapid job growth in health care?

5. According to the graphic on p. 7, what is creating a demand for medical information technicians?

6. According to the reading, what are some special skills social workers need to possess?

7. The text states, “Medical transcriptionists are administrative workers who listen to dictation recorded by doctors. Using the context clue of the word “recorded,” and any other clues in the sentence, determine the meaning of the word **dictation**. _____

8. What does a medical transcriptionist do? _____

9. What skills must a medical transcriptionist possess? _____

10. Were you correct in your prediction of the meaning of the word transcriptionist? _____

11. What is the average salary for a medical transcriptionist? _____

12. What do Medical Records and Health Information Technicians do? _____

13. How many medical secretary job openings are projected for 2008-2018? _____

Answer Key:

1. According to your reading, what are three jobs in the support services pathway?
patient representative, social worker, medical equipment technician, occupational safety and health specialist, environmental health specialist
2. What are three jobs in the health informatics pathway?
medical coders, medical billers, medical claims processors, health educators, and admitting clerks
3. According to your reading, what are some necessary skills for health informatics?
good memory, good organizational skills, good communication skills, people skills, attention to detail
4. What are three reasons for rapid job growth in health care?
aging population; success of medical science and technology; rising health care costs has led to more work completed by health care workers other than doctors
5. According to the graphic on p. 7, what is creating a demand for medical information technicians?
Providers are going to EHRs (electronic health records).
*Show students how to read this graphic. Since the question specifically asked for medical information technicians, students should go directly to health informatics and only read that section.
6. According to the reading, what are some special skills social workers need to possess?
emotionally mature; objective; communication skills; sensitivity to people's problems; work independently; handle responsibility
7. The text states, "Medical transcriptionists are administrative workers who listen to dictation recorded by doctors. Using the context clue of the word "recorded," and any other clues in the sentence, determine the meaning of the word **dictation**. Dictation must mean a recording of a doctor's findings. The transcriptionist listens to the dictation and types out what the doctor said.
8. What does a medical transcriptionist do? He/She listens to a doctor's notes and types them out for him/her. Transcriptionists also edit the reports for grammatical errors.
9. What skills must a medical transcriptionist possess?
word processing skills, computer skills, grammatical skills, vocabulary skills (medical terminology), listening skills, attention to detail
10. Were you correct in your prediction of the meaning of the word transcriptionist? answers will vary.
11. about \$42,000
12. They organize and manage health information data; they categorize and code that data for health insurance payments and for the maintenance of patient medical records.
13. 189,000