

MGHS Position	Typing	Filing Standard	Vocab Medical	Word 2003	Transcription Medical	Wonderlic	Excel 2000	Transcription Business	10-Key	Data Entry Numeric
Electrocardiographer	X		X							
Endoscopy Assistant	X					X				
Executive Assistant	X	X	X	X			X	X		
Health Info Clerk or Medical Rec Clerk	X	X								X-90% accuracy
Health Records Specialist			X-80% accuracy							
HR Administrative Coordinator	X	X	X	X			X	X		
HR Assistant	X	X	X	X			X	X		
Lead Contact Center Operator						X				
Medical Records Analyst	X		X-80% accuracy						X-90% accuracy	
Medical Staff Coordinator	X	X	X	X			X	X		
Medical Transcription Coordinator	X		X – 90% accuracy		X – 90% accuracy					
Medical Transcriptionist	X		X - 80% accuracy		X - 80% accuracy					
Mgr, Patient Access	X									
Patient Access Coordinator	X									
Patient Acct Rep	X									
Program Assistant	X	X	X	X			X	X		
Quality Management Assistant	X	X	X	X			X	X		
Registration Specialist	X	X				X				
Safety/Risk/Compliance Assistant	X	X	X				X			
Secretary	X	X	X	X			X	X		

MGHS Position	Typing	Filing Standard	Vocab Medical	Word 2003	Transcription Medical	Wonderlic	Excel 2000	Transcription Business	10-Key	Data Entry Numeric
Senior Administrative Assistant	X			X				X		
Senior Executive Assistant	X	X	X	X			X	X		
Senior Patient Access Coordinator	X									
Senior Registration Specialist	X	X				X				
Unit Clerk						X				