

POSITION OVERVIEW

Job Title: Editor QA Specialist
Business Title: Editor QA Specialist
Job Code: EDQASPEC
FLSA Status: Non-Exempt
Department: XXXXX
Reports to: XXXXX
Location: OIC
Draft Date: 01/23/26
Revision Date: XXXXX
Approved By: XXXXX
Role: Individual Contributor

POSITION SUMMARY

Responsible for monitoring quality assurance (QA) on editor and radiologist reports, assisting management in transcription or editing issues, and resolving questions.

POSITION DUTIES AND RESPONSIBILITIES

- Demonstrates competency in the various voice recognition, dictation, and transcription applications.
- Monitors quality assurance (QA) program for Practice editing.
- Oversees daily QA and delegates to the members of the QA team as needed
- Collects and compiles company's QA reports.
- Performs RAD and/or Editor QA and arranges coverage when away from the office.
- Trains new QA staff and communicates progress with supervisor, and monitors quality assurance (QA) for new editors until proficiency is determined.
- Reviews reports to ensure accuracy.
- Trends and tracks errors daily and reports results to the appropriate management parties.
- Resolves any question about transcription and problems solving any issues as they arise.
- Participates in rotating on-call schedule for after-hours weeknight and weekends.
- Transcribes reports in all applications daily, in order to maintain a high level of editing proficiency.
- Members of multiple teams including Hunt Group and Research Patient.
- Reviews reports to help with words or format questions.
- Works with managers, radiologists, and Application Manager to make any report corrections or macro corrections.
- Communicates with supervisor about Editor concerns.
- Supports and facilitates management decisions and initiatives.
- Works closely with Applications Manager to train editors on new applications and updates.
- Ensures all information regarding management meetings, employees' concerns, etc. remains confidential.
- Assists with confirming faxes and resolving after-hours problems for evening and weekend editors.
- Assists radiologists with the various voice recognition, dictation, and transcription applications.
- Reads and understands all editor memos and assists in implementation and follow-up.
- Performs other related duties incidental to the work described herein.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to deal efficiently and courteously with all clinical personnel and coworkers and to establish effective working relationships.



- Highly motivated with great organizational skills.
- Demonstrates appropriate customer service attitudes and services in a variety of work settings.
- Proficient in word processing, spreadsheets, Internet, and presentation software.
- Demonstrates a results orientation for delivering appropriate products and services in an accurate, complete, and timely fashion.
- Must be skilled in written and verbal communications, requiring the ability to read and write effectively and efficiently.
- Successful incumbent possesses high energy, drive and positive attitude; is committed to customer service and teamwork; has the ability to multi-task; and is focused on achieving results.

REQUIRED QUALIFICATIONS

- Education – High school Diploma or GED.
- Experience – Three years of experience in transcription services; Experience with radiology editing and front-end speech recognition is preferred.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- N/A

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly



Noisy environments.

- Never Occasionally Constantly

Hazardous conditions.

- Never Occasionally Constantly

Poor ventilation.

- Never Occasionally Constantly

Small and/or enclosed spaces.

- Never Occasionally Constantly

No adverse environmental conditions expected.

- Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

- Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

- Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

- Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

- Never Occasionally Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date