Job Descriptions

Job 1: Experienced radiology transcriptionist preferred for transcribing radiology reports into PACs systems. Must be a self starter and willing to jump right in. This is a remote independent contractor position. Need PC with Word 2003 or higher, XP, Vista or Windows 7 operating system, and foot pedal with USB connection.

Job 2: Part-time transcriptionist to type hospital transcription for a 105 bed facility in Northeast Missouri. Could become full-time in near future. Must have experience in typing OP notes, H&Ps, consults, PNs, etc.

Job 3: We are currently seeking medical transcriptionists to embark on a world class career path with a dynamic organization of healthcare professionals. In our convenient home-office based positions, you will document patient care and facilitate the delivery of healthcare services for our client base of over 1,500 customers.

To be considered for employment, applicants must have 1 year of acute care experience or be a recent graduate of an accredited AHDI medical transcriptionist program.

Windows 7/Vista SP2 or higher/Windows XP SP3 or higher; Cable/DSL/Satellite

Job 4: In this role you will:
• Transcribe postmortem examination reports and other reports from electronic or handwritten drafts using dictation and word processing system
• Support quality assurance processes by: utilizing various information management systems to update, input, track and validate case information and preparing various documents (i.e., tables, charts and spreadsheets) as required
• Respond to often highly sensitive and confidential telephone inquiries and receive visitors from within the ministry and a range of external clients and stakeholders

What we are looking for:
Mandatory requirement: You have ability to type at 50 words per minute.
Technical knowledge and experience
You have:
• demonstrated knowledge of operations of Dictaphone, speech recognition software, and/or digital recorders to prepare typed materials from transcription, Dictaphone or digital recorder
• demonstrated knowledge of administrative/office procedures to perform a variety of administrative services
• knowledge of operations and capabilities of various software programs including word processing, graphics, spreadsheet and database management to produce reports, correspondence, presentations, charts, tables
• knowledge of records management practices for both hard copy and computerized records to ensure an organized up to date records system
• ability to obtain knowledge of physiology, anatomy, and medical terminology to transcribe postmortem examination reports

Other Skills
Analytical, Reviewing and Reasoning skills
• you have ability to research and assess information from various sources to provide pertinent background material to manager (e.g., obtaining statistics)
• you can review and prioritize incoming mail and respond to calls and retain materials/calls by determining extent of information provided to inquiries, and determining priority of issues for referral to other staff members
• you have ability to ensure confidentiality, accuracy and deadline demands of often highly sensitive material

Problem Solving and Organization skills
• you can identify and follow up on issues or delays in the preparation of reports, correspondence and information requests
• you can determine work priorities amongst conflicting demands and deadlines
• you have ability to schedule appointments and meetings on behalf of management and staff and to maintain various manual, computerized, tracking and follow up systems
Communication (oral and written) skills
• you can respond to inquiries from various individuals using tact and discretion when handling often confidential materials
• You can compose letters (e.g. acknowledgements, cover letters)

Job 5: Requires knowledge of medical terminology, English grammar and punctuation, transcription equipment and computers, as well as familiarity with voice recognition software including Nuance and Dragon. Must be able to type at least 80+ words per minute and possess excellent auditory and analytical skills.