

Medical Transcriptionist

JOB DESCRIPTION

- 1) Decide which information should be included or excluded in reports.
- 2) Distinguish between homonyms, and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
- 3) Identify mistakes in reports, and check with doctors to obtain the correct information.
- 4) Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.
- 5) Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material.
- 6) Return dictated reports in printed or electronic form for physicians' review, signature, and corrections, and for inclusion in patients' medical records.
- 7) Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- 8) Take dictation using either shorthand or a stenotype machine, or using headsets and transcribing machines; then convert dictated materials or rough notes to written form.
- 9) Transcribe dictation for a variety of medical reports such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, and/or discharge summaries.
- 10) Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.
- 11) Answer inquiries concerning the progress of medical cases, within the limits of confidentiality laws.
- 12) Perform a variety of clerical and office tasks, such as handling incoming and outgoing mail, completing and submitting insurance claims, typing, filing, and operating office machines.
- 13) Receive patients, schedule appointments, and maintain patient records.
- 14) Set up and maintain medical files and databases, including records such as x-ray, lab, and procedure reports, medical histories, diagnostic workups, admission and discharge summaries,

and clinical resumes.

15) Receive and screen telephone calls and visitors.

Please apply with your resume, a cover letter highlighting your experience and why this might be a good match for you. Please provide references with phone numbers.