

Join a team who cares about excellence

MEDICAL TRANSCRIPTIONIST

HEALTH INFORMATION MANAGEMENT SERVICE

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

Key responsibilities include:

- Prepares accurate and timely Clinical Reports (Discharge Summaries and Operative Reports)
- Interprets Physician dictation and translating into approved medical vocabulary using a standardized format
- Retrieves cassettes and dictates log sheets from various locations within the hospital
- Distributes copies of all typed reports to the appropriate Physicians and delivers typed reports to appropriate Clinical Ward after verifying patient location
- Searches the transcription database for operative report templates, macros and other resources to improve turnaround time for reporting timeframes
- Ensures that transcribes documents are free of terminology, punctuation, grammatical, typographical errors, misinterpretations and maintains manual logs of completed work
- Maintains a current listing of Physician names, their specialty and contact information

Qualifications &/ Registration required:

- Graduate of an accredited Medical Secretarial Programme
- Course work in Human Anatomy and Physiology, Medical Terminology, disease Processes, Medications and Laboratory Values
- 2 years experience typing multi-discipline reports
- Understands Medicolegal implications and responsibilities related to the transcription of patient medical records
- Experienced with 3M Digital Dictation System and applications
- AAMT membership or similar group preferred
- Knowledge and excellent usage of MS Office Suite and AS400
- Excellent listening skills, eye, hand coordination and accurate relay of messages

Schedule: Evenings

If you want to make a difference, visit www.bermudahospitals.com, and apply through **BHB Jobs NOW**.

Select "Work at BHB" and follow the steps.

Closing date for applications is: March 12, 2013. Pre-employment substance abuse screening is mandatory for all successful candidates.



Bermuda Hospitals Board

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www.bermudahospitals.com

OUR VISION IS TO BE THE FIRST CHOICE
FOR HEALTH AND WELLNESS

Join