

OFFICE ADMINISTRATOR/MEDICAL TRANSCRIPTIONIST

An Office Administrator/Medical/Transcriptionist is required to complete the reporting process lifecycle and interpreting dictation by the physicians. Duties include collation and distribution of patient documentation in order to facilitate the delivery of healthcare services and providing assistance to the Chief Technologist and team and patients when needed.

Education: Associate degree or equivalent diploma with experience, in a medically related field.

Key Skills and Abilities:

- Meticulous attention to detail
- Knowledge of medical terminology and knowledge of medical transcription guidelines and practices
- Strong computer skills with the ability to use the Centre's medical applications
- Ability to work independently with minimal or no supervision, under pressure and with time constraints in a fast paced environment
- Excellent communication and interpersonal skills

Experience: A minimum of 5 years of experience in a medically related field or in office administration.

Deadline: August 25th, 2019

Interested candidates may send their resume and cover letter to applications@chc.bm or dgraham@chc.bm

