

# Join a team who cares about excellence

## **MEDICAL TRANSCRIPTIONIST - Casual** **HEALTH INFORMATION MANAGEMENT SERVICES** **DEPARTMENT (HIMS)**

**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 using approved templates across all disciplines, interpreting physician dictation and translating into approved medical vocabulary using a standardized format
- Clarifies any inconsistent or unclear dictation with physician or by using standard professional references, follows Departmental protocols for accessing patient records information
- Electronically distributes copies of typed reports to the appropriate physicians and Nursing Units using the 3M Transcription System
- Ensures transcribed documents consist of correct medical terminology, punctuation, grammar and is free of typographical errors and misinterpretations
- Prepares STAT transfer summaries, i.e. Air-Evacuation cases under prescribed time frames
- Attends educational programs as required

### **Qualifications & Registration required:**

- Graduate of an accredited Medical Secretarial Program
- Course work in Human Anatomy and Physiology, medical terminology, disease processes, medications and laboratory values
- A minimum of two (2) years of experience typing multi-discipline reports
- Association for Healthcare Documentation Integrity (AHDI) membership or similar professional body preferred
- Registered Healthcare Documentation Specialist (RHDS) or Certified Healthcare Documentation Specialist (CHDS) preferred

**Closing date for applications is July 16, 2020.** Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,  
**visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW.**  
Select "Work at BHB" and follow the steps.



**Bermuda Hospitals Board**

Human Resources, Craig Appin House  
8 Wesley Street, Hamilton HM11, Bermuda  
Tel: (441) 239-2955  
[www.bermudahospitals.com](http://www.bermudahospitals.com)

VISION:  
EXCEPTIONAL CARE.  
STRONG  
PARTNERSHIPS.  
HEALTHY  
COMMUNITY.

Join