



## FULL-TIME OR PART-TIME EMPLOYMENT NOTICE

### MEDICAL TRANSCRIPTION – Health Records and/or Medical Imaging Specialist

#### Company Mission

Our Mission is to identify and meet our clients specific needs by providing customized professional services of the highest quality on time, every time.

#### Human Capital: You make a difference!

Transmed has over 80 employees working in the language field. Our employees have acquired excellent skills and a college or university education in various fields of specialization. Transmed wishes to recruit passionate people willing to invest in a work environment where having fun is important.

#### Job Description

The role of the medical transcriptionist is to transcribe assigned audio files with accuracy and in a timely manner. The incumbent will cooperate with the Medical Transcription Coordinator and the Quality Assurance Coordinator to fulfill our clients needs.

#### On-going tasks and responsibilities

- Transcribing medical reports and editing voice recognition reports in compliance with quality assurance guidelines set out in the "QUALITY ASSURANCE" procedure.
- Ensuring that equipment is in proper working order, the workplace is kept orderly and safe and confidentiality is always maintained.
- Subscribing to the company's core values: passion, respect, loyalty, excellence, collaboration and accountability.

Note: These are the position's main tasks and responsibilities.

#### Siège social/Head Office

○ 123, rue Water Street  
Bureau/Suite 210  
Campbellton (N.-B.) E3N 1B2

○ 1137, route de l'Église Street  
Bureau/Suite 603  
Sainte-Foy (Qc) G1V 3W4

#### info@centretransmed.ca

☎ 1.506.753.4418  
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centretransmed.ca

### **Requirements**

- Diploma in medical transcriptionist
- Must have excellent written communication skills.
- Good technological skills in general and with medical transcription technologies.
- Concerned about work quality and client satisfaction.
- Adaptable to change.
- Good organizational skills.
- Committed to maintaining the confidentiality of sensitive information.
- Good work/attendance record.
- At least three years of experience in the field.

### **Software and Hardware**

Word processing, Outlook, Team Viewer and various medical transcription applications.

Transcriptionists must own a computer and all peripherals required for their work (two screens, universal foot pedal, headphones), according to the specifications provided by Transmed.

### **Salary and Benefits**

The salary will be based on productivity, accuracy and experience, and varies between \$30,000 and \$70,000 per year. Benefits such as medication and health insurance, and a group RRSP are offered.

### **Other**

The incumbent will be home-based; therefore, distance is not an issue.

We invite all interested candidates looking to join a dynamic team and ready to face exciting challenges in a growing company to apply online at [www.centretransmed.ca](http://www.centretransmed.ca).

**Posting Date: 2021 05 17**

**Deadline: As soon as possible and on a continuous basis.**