

Medical Transcription Manager

Job Description:

The person who takes down medical dictations and transforms them into useful transcriptions is known as the medical transcriptionist. The Medical Transcription work is to transcribe medical dictations successfully and efficiently. He handles medical dictations of every type- from patient's reports and test results to operating room reports. Their work is not just limited to a single department, which shows the diversity of their work nature. Processes the monitoring, measuring, and reporting of transcribed documents by transcriptionists and documents reviewed by editors. Interprets dictation by physicians and other healthcare professionals in order to assist the medical transcriptionists with editing and clarification with daily oversight and direction of the medical transcription practitioners.

Essential Functions:

- Applying his knowledge of physiology, anatomy etc along with his correct English usage skills in order to convert the dictates to the language of the transcription.
- Recognizing and removing all discrepancies present in the medical dictation in order to create a flawless transcription.
- Ensuring that the final draft consist all-important details of clinic and patient information thereby preparing a fully-fledged report.
- Meeting both the deadlines of preparing the final product and presenting it to the related authority.
- Communicating and supervising over the staffs related to all departments- administration, management, medical staffs etc.
- Arranging and participating in different quality assurance and education related programs.

Skills and Specifications

- Good knowledge of medical transcription
- Excellent knowledge of grammar, punctuation and all types of English usage
- Good listening and verbal skills
- Responsible
- Highly organized
- Education and Qualifications

To Apply: Send resume and cover letter to hr@mdofficemanager.com