



## **Transcriptionist- Per Diem**

**Location: Chula Vista**

### **Position Summary:**

Accurately transcribes medical information from a dictation system using computer word processing software, proofread finished documents for accuracy and completeness, and distributes reports and correspondence as needed.

### **Essential Duties and Responsibilities:**

- Transcribe radiologists' reports and interpretations into an error-free document ready for distribution using existing equipment.
- Verify accuracy of patient information such as name and identification number; verifies accuracy of transcription for correct punctuation, grammar, spelling, and if necessary, follow up with physicians on any unclear words.
- Prompt physicians for completion of missing dictations and unsigned reports.
- Ensure that all equipment (recorders, transcription machines, copiers, printers, fax machine, etc.) are in working order; call for assistance or maintenance, as needed.
- Maintain inventory of supplies used by transcription; monitor supply levels.
- Perform other job-related duties as assigned.

### **Knowledge/Abilities/Skills:**

- Knowledge of medical terminology, with emphasis on radiology.
- Transcription skills.
- Type 65 wpm.
- High level of accuracy and competence.
- Ability to follow routine verbal and written instructions.
- Ability to perform the identified essential functions of the position including the operation of any equipment associated with performing the essential functions.
- Ability to perform the essential functions of the position without posing a direct threat to him/herself, others or property.
- Ability to adhere to SDI's personnel policies and practices including the attendance and punctuality requirements.
- Complies with all applicable policies, rules and regulations as outlined by SDI, State and Federal regulations including compliance with HIPAA privacy and security.
- Ability to maintain a calm and courteous demeanor and conduct business in a professional manner.



**Education:**

- High school diploma or equivalent.
- Completion of transcription program or equivalent experience.
- Completion of medical terminology courses, or equivalent experience.

**Work Experience:**

- 1 to 3 years' experience directly related to the duties and responsibilities specified.

**Physical Demands:**

- Ability to sit for up to 8 hours, daily, at a desk
- Ability to use keys on a computer terminal keyboard.
- Ability to hear clearly through transcription equipment earphones for up to eight (8) hours, daily.
- Ability to periodically bend, stoop or reach to file, organize and obtain objects.
- Ability to distinguish telephone ring and caller's voice, hear and speak over a telephone and in person.
- Ability to speak clearly and be comprehensible.

**To apply, please send a current CV or resume to: [HR@sandiegoimaging.com](mailto:HR@sandiegoimaging.com)**