



Applied Medical, Inc
Corporate HQ
1139 S. 12th Street • P.O. 1834
Bismarck, ND 58504/58502
Phone/Fax: 701-255-7920
Toll Free: 1-800-794-7920

JOB DESCRIPTION: Medical Transcriptionist

REPORTS TO: Transcription Supervisor
HOME BASE: Bismarck, Dickinson, or Virtual Home Office
RENUMERATION: (Ranges)

- a) If supported by AMI staff: \$.070 - \$.094 per line,
- b) If self supported including hardware and all softwares and support then \$.08 to \$.125 per line. Computer support (IT) services from AMI if required are \$100/hour
- c) Clerical duties at an AMI office if required \$7 - \$10 per hour.

EMPLOYMENT STATUS: By line or hour, non-exempt or Independent Contractor

SCOPE

Applied Medical, Inc (AMI) is a ND for profit “C” corporation. AMI provides a variety of therapy services to a variety of customers. These customers are, but are not limited to, Out Patient (Clinics, Hospitals), School Districts, Longterm Care Facilities, and Industrial Medicine (IMED) customers. AMI manages some of its own facilities but works primarily out of the facilities operated by its customers. Customers have contracted through AMI's contracts administration department a working business relationship that allows AMI's therapist to treat the clients of the customers and bill various payer sources for services rendered. Payer sources may be the customer, private pay, insurance companies, Medicare, Medicaid or other.

AMI subscribes to a management style known as “Dual Management.” Dual Management divides the duties of the company between “Administrative” and “Operations”.. AMI Operations Managers (OM's) are assigned lines of business such as “School Districts” or “Long Term Care Facilities”. The medical transcriptionist's job is to provide transcription services to all staff members of Applied Medical, Inc., the bulk of which will be medical related.

PURPOSE

The transcription department provides transcription services to the staff of Applied Medical, Inc and sub-contracts these services to other clients/customers when required. The transcriptionist's need to provide timely, error free, electronic documentation. The process involves listening to audio recordings and converting these audio files into typed, electronically formatted documents. Position may require occasional clerical duties.

JOB QUALIFICATIONS

EDUCATION and EXPERIENCE

- Certificate in Medical Transcription (CMT) with high grade points and recommendations
- or
- Certificate in Medical Transcription (CMT) with 1 year experience and recommendations
- or
- 3 Years current experience in Medical transcription

A background in nursing or health care is beneficial

JOB REQUIREMENTS

PHYSICAL REQUIREMENTS

Must be able to and without assistance: Walk forward, backward and side to side, crawl, jump, sit, kneel, climb and descend stairs, open and close doors, operate motor vehicles, pass random drug and alcohol test, have full motor skills in both arms, hands and all fingers and thumbs, must be capable of passing a DOT drivers physical and per-employment screen. Must have good memory cognitive capabilities. Must be able to understand, hear, speak, read, and write the American English Language at proficient levels. Must not knowingly be infected with any contagious disease(s) or have any condition that could endanger patients, or other employees during close contact.

CHARACTER REQUIREMENTS

Must be of good character. Must not have detrimental reports of unstable, illegal or peculiar behavior. Must be tolerant of racial and personal diversity. Must have leadership qualities. Must have team making skills and be a team leader. Must be of good nature. Must be an active participant in community and business activities. Must not pass negative information, rumors to anyone other than supervisor(s) or above. Must maintain cordial relationships with all AMI departments, managers, employees and customers. Must be of servant/teacher nature. Must be of positive attitude and can-do spirit. Must be willing to put forth the extra effort to succeed. Although of perfectionist nature, must be able to tolerate less than perfection when circumstances dictate.

JOB SKILLS

Must have excellent writing and composition skills. Must be able to explain complex ideas in simplified terms. Must have WEB Browser, Search Engine, E-mail, Chat, Calendaring, Electronic Word Processing, Possible Flow Charting, Presentation, CRM and other computer skills as deemed necessary in the function of duties. Must be accomplished in using the American English Language in verbal, grammar, punctuation, written and logical circumstances, especially with medical terminology. Should have above average typing and word processing skills. Must be familiar with the use of Cell phones, Texting, Faxes, and Office Phone technologies. Must be able to type at an error free rate of at least 45 words/minute. Must be mentally able to coordinate large sets of data. Must be able to make order of chaos. Must be able to recognize problems and find satisfactory solutions. Must be familiar with HIPPA rules and procedures. Must be familiar with all phase of documentation such as kerning, fonts, size of fonts, line counts, spacing, formating, etc. May occasionally be required to work with electronic tables and spreadsheets. Must be proficient in the use and understanding of electronic filing systems and maintenance. If working from home with own hardware, software, must maintain their own systems and be compatible with the electronic requirement of Applied Medical, Inc, IE Open Office Suite, FireFox or Chrome, Google, Ubuntu.

JOB DUTIES

1. To receive dictation from physicians or other health care professionals, and staff or clients, usually over the Internet by secure, HIPPA compliant, means
2. To listen to recordings on a headset
3. To key text into an electronic format using a terminal, PC or Thin Client computing device
4. To produce discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes, and referral letters, correspondence or other text documents as may be requested by the supervisor
5. With prudence and notice to the transcriber, edit materials for grammar and clarity, if necessary
6. To look for inconsistencies and errors in reports and check with the physician or health care professional and/or original transcriber in order to correct them
7. May be requested to use voice recognition software electronically translating dictation into written text and creating reports which must reviewed and edited for mistakes in translation and grammar
8. To return transcribed documents to the health care professionals or transcribers who dictated them for review and signature, or correction as requested
9. Maintain a schedule and provide punctual accurate work
10. Complete company documentation and pare work as required.
11. Must comply with AMI company policies, handbooks and verbal instructions.