

## Job Description & Specification

<b>Grade &amp; Designation</b>	Medical Transcriptionist
<b>Department</b>	Operations
<b>Key Relationship</b>	Reporting Consultants, Functional head and other internal Departments
<b>Reporting to</b>	Center Manager
<b>Job Purpose</b>	This position is responsible for Preparing Accurate Reports
<b>Main Responsibility</b>	<p>Main job responsibilities of the Medical Transcriptionist are as follows (but not limited to):</p> <ul style="list-style-type: none"> <li>• <b>Ensure fastest Reporting TAT</b> (Within 3 hours)</li> <li>• Ensure all reports are ready with doctors' signature within delivery date and time.</li> <li>• Urgent reports to be handled with utmost urgency.</li> <li>• Maintain <b>Suraksha Quality</b> in Medical reports.</li> <li>• Ensure <b>Departmental housekeeping and maintenance</b> as per <b>Suraksha Standards</b>.</li> <li>• Receiving of inventory in the system and being responsible for it.</li> </ul>
<b>Competencies</b>	Subject Knowledge and minimum 2 years Experience, Efficiency, Meticulous, Helpful and Responsibility. Being Computer Literate, Attention to Detail, Ethical