

Gainville Pty Ltd T/A Pulse Pharmacy

MEDICAL TRANSCRIPTIONIST

Are you a detail-oriented, accuracy-driven individual with a passion for healthcare? Do you have a keen ear and a knack for deciphering medical jargon? If so, then we want you on our team!

Gainville (Pty) Ltd is seeking a highly skilled and experienced Medical Transcriptionist to join our dedicated team. With 10+ years of experience in the field, you'll play a vital role in accurately transcribing physician dictations, ensuring clear and concise medical records for optimal patient care.

RESPONSIBILITIES:

- Proofread and edit transcripts for accuracy, grammar, and adherence to medical style guides.
- Research and verify medical terminology to ensure precise documentation.
- Maintain patient confidentiality and Health Professions Council compliance.
- Collaborate with physicians and other healthcare professionals to clarify discrepancies or missing information.
- Stay up to date on medical advancements and terminology.

QUALIFICATIONS:

- 10+ years of experience as a Medical Transcriptionist in a hospital, clinic, or other healthcare setting.
- Proven ability to transcribe accurately at 65+ words per minute.
- Strong understanding of medical terminology and anatomy.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office suite and transcription software.
- Ability to work independently and meet deadlines in a fast-paced environment.
- Strong attention to detail and commitment to accuracy.

BENEFITS:

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and collaborative healthcare environment.

If you're a seasoned Medical Transcriptionist with a passion for accuracy and a dedication to patient care, we encourage you to apply!

To Apply:

Please submit your resume and cover letter.

The Human Resources Manager

Gainville (Pty) Ltd

Private Bag BR 351

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Or email to: hr@pulse.co.bw

On or before the 18/02/24

We look forward to hearing from you!