



The Task Force, Inc
A Service Disabled Veteran Owned Small Business

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A SERVICE DISABLED VETERANS OWNED SMALL BUSINESS

The Task Force, Inc. has an immediate need for experienced, self-motivated Medical Transcriptionists who want to join a growing state of the art medical transcription service. Our Transcriptionists provide accurate, timely, high quality reports in an at home work environment. The Task Force will assist in training you to our standards and methods and provide operational support to help you maximize your compensation opportunities. Our productivity based compensation package is competitive and presents the opportunity to maximize income based on your availability and schedule.

Candidates must be able to demonstrate a high level of familiarity with medical terminology and ability to meet challenging quality standards. Prior VA transcription experience in Computerized Patient Record System (CPRS) is preferred. Ability to pass a VA Security Investigation is mandatory.

TYPICAL PROFESSIONAL QUALIFICATIONS:

- Have 3 years acute care hospital or medical center transcription experience.
 - *Recent graduates of formal training programs are welcomed to apply.*
- Possess an a computer running MS Windows XP® or Vista® with MS Word® 2000 or later software installed with reliable high speed internet service.
- Knowledge of medical terminology for various medical specialties.
- Possess current medical reference materials.
- Comfortable with diverse accents and dialects and varying dictation styles.
- Able to operate transcription equipment in our internet environment.
- Ability to work independently, with limited oversight.
- Any of the following certifications are a plus:
 - ✓ RHIT – Registered Health Information Technician
 - ✓ RHIA – Registered Health Information Administrator
 - ✓ CMT – Certified Medical Transcriptionist
 - ✓ RN – Registered Nurse

E-mail your resume to us at ppaquin@taskforcepro.com, or fax a resume to us at 508 668-6868.

The Task Force, Inc. is an Equal Opportunity Employer.