



Job Title: Weekend Medical Transcriptionist
Department: Health Information Management
Location: Cannon Memorial Hospital
Full/Part Time: Weekends only
Shift: Every 4th Weekend. Saturday and Sunday, 8 hours each day. May be other weekend hours available if interested.

Job Description: Transcribes medical dictation to include history and physicals, progress notes, operative records, consultation records, and discharge summaries. Must also be able to transcribe x-ray reports.

Job Qualifications: High School diploma or equivalent. Training in medical terminology. 2-3 years medical transcription experience required.

Applications and Resumes are reviewed and then copies are forwarded to the departments that have a position available for which the applicant is qualified. The hiring manager for that department determines the applicants to be interviewed, based on qualifications and experience. **Unfortunately, we are unable to take phone calls requesting information about where your Application or Resume is in this process.** However, if you are not called to interview for the position for which you are currently applying, your Application/Resume will be returned to Human Resources and will be retained on file for at least 6 months, and reviewed when there are new open positions. **We sincerely appreciate your interest in employment with Cannon Memorial Hospital.**