

Position Overview:

We are looking for an experienced, highly motivated medical transcriptionist, with a flexible schedule. The ideal individual will have knowledge of the hematopathology specialty.

Responsibilities include:

- Data entry of patient and case information into the laboratory information system (LIS)
- Work closely with customer service team to proactively communicate case updates and delays so they may keep the customer updated
- Be a team player with effective and professional written and verbal communication skills
- Participate in training of new staff members
- Miscellaneous administrative tasks related to a growing lab and as assigned by manager

Requirements:

- Strong computer skills
- Proficient with medical terminology
- Basic understanding of ICD-10 and CPT codes
- Excellent data entry, proofreading, organizational, phone and communication skills
- 3+ years in general pathology and 1+ years of medical transcription experience in hematopathology (i.e. flow cytometry, histology/IHC, cytogenetics and molecular studies) ***Preferred**
- Strong understanding of regulatory practices in pathology and medical reporting ***Preferred**

Please email your resume to hr@precipiodx.com.