



JOB TITLE:           **Transcriptionist - Part Time**

JOB GROUP:          Pay per hour   Weekdays / evenings

LOCATION:             Administration - 255 Delaware Ave., Buffalo, NY 14202

REPORTING RELATIONSHIP:   Billing Manager

**SUMMARY OF DUTIES:**

In office transcription of services provided from Psychiatrists and Nurse Practitioners in Anasazi system and from digital recordings. Number of hours available will vary, depending on workload.

Work could be done at Administration office; or at one of the clinic offices.

**MINIMUM QUALIFICATIONS:**

High School diploma or equivalency, and excellent typing skills. Knowledge of medical terminology required, mental health and chemical dependency knowledge a plus. Prior transcription experience preferred.

Must be able to type at least 50 words per minute.

**To apply, please use one of the following links:**

Transcriptionist: <https://home.eease.adp.com/recruit/?id=976151>

*If link does not connect, please copy and paste address in your web browser*

**For more information please visit [www.lake-shore.org](http://www.lake-shore.org)**