

South Florida Medical Transcription Services
Medical Transcriptionist Career Information / Application For Employment

South Florida Medical Transcription Services is a professional services company for physicians and clinics that demand the very best in transcription quality, fast turnaround, and personalized service. As such, we screen our MTs very carefully and tend to hire only those who have either completed a formal medical transcription course or those having at least three years of “real world” medical transcription experience. While some of our MTs choose to work full time, others prefer to work only part time so we don’t set specific production quotas. Instead, we allow our MTs the flexibility to set their own hours and we allocate the work accordingly.

Since most of our clients use “state-of-the art” digital voice dictation technology, all of our MTs are required to complete a three month “in-house” training program at our main office facility in Hollywood, Florida; after which we offer a work-at-home opportunity. We provide all necessary hardware and software for training, however each MT must provide their own computer, transcription software, and high-speed internet connection if they wish to work from home once their training period is over.

As typical within the industry, our MTs are hired as independent contractors and paid weekly at a predetermined rate per each 65-character line of work completed; and not by the hour. Accordingly, we do not withhold federal withholding tax or social security tax (FICA) thus each MT is solely responsible for paying his or her own employment taxes. Further, we do not offer paid vacations or employee benefits of any kind. At the end of each calendar year, each MT is issued a Form 1099 for use in preparing their annual Federal Income Tax Return.

If you are a South Florida MT and would like to become a part of our winning team, your first step is to answer “Yes” to each of the following three questions...

1. Are you a legal U.S. Citizen and a permanent resident of South Florida?
2. Have you recently completed a formal Medical Transcription course or do you have at least three years of “real world” medical transcription experience?
3. Are you able to attend our three month “in-house” training program at our main office facility in Hollywood, Florida between the hours of 9:00 AM and 1:00 PM Monday through Friday?

If you answered “Yes” to all three questions, then we would love to hear from you! But first, please complete the questionnaire on the following page and send it to us; either by E-mail or by U.S. Mail. We will then contact you to schedule an interview.

Please note that if you have answered “No” to any of the above questions, we cannot consider your application. As a reminder, all MTs we hire must be legal U.S. citizens and all must complete our three-month “in-house” training program without exception.

SFMTS Pre-Employment Questionnaire and Data Sheet

Name: _____ SS# _____

Address: _____

City, State, Zip: _____

Home Telephone: _____ Cell Phone: _____

Please answer the following three questions with either “Yes” or “No.”

1. Are you a legal U.S. Citizen and a permanent resident of South Florida? _____
2. Have you recently completed a formal Medical Transcription course or do you have at least three years of “real world” medical transcription experience? _____
3. Are you able to attend our three month “in-house” training program at our main office facility in Hollywood, Florida between the hours of 9:00 AM and 1:00 PM Monday through Friday? _____

Please note that if you have answered “No” to any of the above three questions, STOP HERE. We cannot consider your application. As a reminder all MTs we hire must be legal U.S. citizens and all must complete our three-month “in-house” training program without exception.

Have you ever attended a formal MT course or program in school? _____

If so, what school? _____ Did you graduate? _____

Did you receive a “Certificate of Completion?” _____

If so, Date Certificate Received: _____ (Please attach a copy to this questionnaire.)

Do you hold any other MT certifications? _____ Which One(s)? _____

Do you have any “real world” medical transcription experience? _____

If so, briefly list your MT experience. _____

How would you rate your overall medical transcription skills? _____

How would you rate your medical terminology skills? _____

Have you ever had a formal Anatomy and Physiology course in school? _____

Do you have any medical-related work experience of any kind? _____

If so, briefly describe. _____

What foreign languages do you speak other than English? _____

Would you consider yourself responsible, dependable, honest, and trustworthy? _____

Do you have any medically-related health issues that would prevent you from adhering to a regular weekly work schedule? _____

If so, please explain. _____

When are you available to begin work? _____

How many hours per week are you available to work? _____

Do you have reliable transportation? _____

Do you own (or have access to) a personal computer? _____

Are you familiar with Windows XP? _____

Do you know how to copy and paste files and folders? _____

Are you familiar with the Internet? _____

What type of Internet connection do you currently have? (Please Circle One)

Dial-Up DSL Broadband Cable I don't currently have an Internet connection.

Have you ever heard of FTP? _____

What are your long term goals? _____

Thank you for completing this Pre-Employment Questionnaire and Data Sheet.
Please E-mail it to jchristie@browardmedicaltranscription.com or send it by U.S. Mail to:

South Florida Medical Transcription Services
Attn: Jasmine M. Christie
2743 Madison St.
Hollywood, FL 33020-5733