3605 6210 Medical typist m/f/d - internal medicine department Helping people to heal and provide them with optimal care – our client is fully committed to these principles. Almost 500 employees in various medical departments ensure comprehensive, competent patient care. To strengthen the secretariat of the internal medicine department, we are looking for you as part of a long-term cooperation - full-time or part-time:  
  
Medical typist m/f/d - internal medicine department  
  
We offer:  
  
• A permanent employment relationship  
• Very good chances of being taken on by our customer (75% of the employees hired out by Agenza receive a permanent position with our customer through the temporary employment agency)  
• Remuneration according to the iGZ/DGB collective bargaining agreement including benefits above the collective bargaining agreement  
• A nice team that looks forward to seeing you and guarantees TOP training  
• Up to 30 days vacation (depending on length of service)  
• Christmas and vacation pay (depending on length of service)  
• Very good transport connections both by car and by public transport  
• Bonuses of €150/gross as part of the "Employees refer employees" campaign  
  
Your tasks:  
  
• Writing surgical reports, doctor's letters and medical reports after phono dictation  
• Answering MDK inquiries as well as inquiries from patients, clinics and diagnostics inquiries  
• Dealing with the daily correspondence in the typing office  
• Documentation tasks  
  
Your profile:  
  
• You have completed training as a medical documentation assistant (m/f/d) or medical assistant (m/f/d) or simply have professional experience in the above-mentioned area.  
• You master the 10-finger typing system and medical nomenclature.  
• You are familiar with the PC and have good knowledge of the use of MS Office programs.  
  
General  
  
In order to enable you to get off to a good start with our client, we expect your application stating our reference number. 9938-13-H, your earliest possible starting date and your salary expectations. Ms. Jacqueline Unter Bäumer from our agency will accompany the entire selection process and is available for preliminary information on telephone number 0231-1087650.  
  
Of course, we assure you of absolute discretion and compliance with blocking notices.  
  
We look forward to seeing you!  
  
When you send your application, your personal data will be processed for the purpose of filling a vacancy or finding a job. You can find more information on this in our data protection information for applicants and in the data protection declaration of our website.  
  
"Gender" - note on the gender designation: The terms used in this declaration apply equally to all genders. In some places, we only use a masculine form for better readability, without wanting to favor or disadvantage one gender. data entry None 2023-03-07 15:57:56.719000