

Certified Medical Transcriptionist Interview Questions

1. Share an experience when you applied new technology or information in your job. How did it help your company?

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2. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?

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3. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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4. Provide an experience in which you effectively distinguished between homonyms or recognized an inconsistency. What methods did you use to correct the problem?

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5. Share an effective method you have used to ensure that transcribed reports have correct spelling and grammar, are clear and consistent, and contain proper medical terminology.

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6. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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7. Share an experience in which your understanding of medical jargon and abbreviations helped you to transcribe a report accurately.

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8. Describe the methods you have used to take dictation and to convert dictated materials to written form.

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9. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

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10. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

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11. Provide an effective method you have used to identify mistakes in reports. Share an experience.

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12. Share an experience in which you performed data entry and data retrieval services.

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13. Share an experience you had in dealing with a difficult person and how you handled the situation.

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14. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

15. Provide an example when your ethics were tested.

16. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.

17. Tell me about an effective medical file or database which you set up and/or maintained.

18. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

19. Share an experience in which you successfully performed clerical duties and office tasks.

20. Share an experience in which you successfully shared a difficult piece of information. (Make sure that the candidate has open lines of communication.)