



Terra Nova Transcription Inc.
100 Elizabeth Avenue, Suite 120
St. John's, NL A1B 1S1
<http://www.terrannotrans.com>

CONTACT INFORMATION

Name _____
Address _____
City _____ State/Province _____ Zip/Postal Code _____
Telephone _____ Fax _____
Email _____

WORK EXPERIENCE

Position(s) Applying For: MT _____ QA Editing _____ SRE _____

Medical Transcription: Years ____
Acute Care _____
Clinic _____

Medical Editing: Years ____
Acute Care _____
Clinic _____

Speech Recognition: Years ____
Speech Rec Platform: _____

SPECIALTIES AND WORK TYPES (number of years for all that apply)

Clinic Notes	_____	Histories	_____
Emergency Room	_____	Cardiology	_____
Gastroenterology	_____	Hem/Oncology	_____
Infectious Disease	_____	Otolaryngology	_____
Neurosurgery	_____	Physical Therapy	_____
Podiatry	_____	Op Notes	_____
Consultations	_____	Laboratory	_____
Dermatology	_____	Pathology	_____
Pediatrics	_____	Endocrinology	_____
Ophthalmology	_____	General Surgery	_____
Rehabilitation	_____	Dentistry	_____
Radiology	_____	Discharges	_____
Trauma	_____	Orthopedics	_____
OB/Gynecology	_____	Psychiatry	_____
Rheumatology	_____	Neurology	_____

Vascular Surgery _____ Pain Clinic _____
Plastic Surgery _____ Other _____

SPECIALITY PREFERENCE: _____

SHIFT PREFERENCE: _____

START DATE AVAILABLE: _____

TECHNICAL EXPERIENCE (in years)

Dictaphone _____ ExText _____
Lanier _____ FTP _____
Chart Script _____ DocQscribe _____

COMPUTER EQUIPMENT

Windows XP Pro _____ Cable Internet _____
Windows XP Home _____ Satellite Internet _____
Windows 2000/2003 _____ DSL Internet _____
Windows Vista _____
Microsoft Word Version _____

AVAILABILITY (check days/hours available)

Monday _____ Tuesday _____
Wednesday _____ Thursday _____
Friday _____ Saturday _____
Sunday _____ Only M – F _____
Only Saturday _____ Only Sunday _____

7:00 a.m. EST to 3:00 EST _____
3:00 p.m. EST to 11:00 EST _____
11:00 p.m. EST to 7:00 a.m. EST _____

Prefer Flex Shift _____ Hours: _____
Full Time _____
Part Time _____