

# KEERTHANA KRISHNA

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## **Professional Summary**

Exceptionally reliable and painstaking Medical Transcriptionist with **4+ years** experience. Able to handle extremely high work volume with sustained focus. Good interpersonal and communication skills in working with physicians, nurses and all other medical staff.

## **Core Qualifications**

- Extensive medical transcription experience
- Superior facility in interpreting and transcribing a wide array of medical specialty reports
- Strong knowledge of medical language and transcription practices and guidelines
- Good knowledge of medical terms and physiology

## **Work experience**

### **Medical Transcriptionist**

#### **Rajagiri Hospital: 1<sup>st</sup> November 2015 to 08<sup>th</sup> March 2018**

- Pre-rounds, main rounds.
- Summaries: IP summary, OPD summary, ICU summary, death summary.
- Documentation and type medical reports interpreted by laboratory staff and pathology department.
- History taken from Patients.
- Documentation [EMR, patient's file].
- OPD management [patient's appointment and timing], Admission request.

#### **Medical Trust Hospital: 23<sup>rd</sup> March 2015 to 30<sup>th</sup> October 2015**

- Transcribe the doctor's dictation.
- Proofread documents for spelling and grammar mistakes.
- Make physical copies of records to be filed in secure records room
- Documentation [EMR].

#### **Spectrum Soft Tech Solution : 27<sup>th</sup> January 2014 to 30<sup>th</sup> April 2015**

- Transcribe the doctor's dictation [ USA files]

## **Education**

Bachelor of Science - Zoology April 2013  
Higher Secondary March 2010  
SSLC March 2008

## **Certification Course**

Medical Transcription course: Spectrum soft Tech Solutions pvt.ltd  
Medical Analysis Training: June 2013 to December 2013  
Medical Analyst: January 27<sup>th</sup> 2014 to April 30<sup>th</sup> 2015

## **Reference**

Dr. Bibin Jose MD [AIIMS], MRCPCH [UK]  
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