**PERSONAL INFORMATION** 

**Name**: Ajay U Mattathodi

**DOB**: 15 April 1984

**Sex**: Male

**Marital Status**: Married

**Languages**: English, Malayalam, Hindi & Marathi.

**Address:**  Electra Street, Abu Dhabi, UAE

**Contact No:** +971 52 876 7315

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**CAREER SUMMARY**

Hardwork and sincerity has made me successful to gain new heights.

**CAREER OBJECTIVE**

To be the best, learn new things, utilize my experience, love my work and most importantly make my organization and parents feel proud of me.

**PROFILE**

1. Excellent organizational and time management skills.

2. Disciplined.

3. Positive attitude.

4. Good written and communication skills.

5. Typing speed of more than 70 wpm.

6. Accuracy and attention to detail.

7. SAGE , SAP and iSite software knowledge (Electronic Medical Report).

8. HIPAA Compliance knowledge.

9. Good sportsman.

10. Ex-Airforce (India).

**ACHIEVEMENTS**

1. Represented District level thrice in soccer

2. Represented Unit soccer team for the Indian Air Force.

3. Completed Elementary and Intermediate drawing exams conducted by the Directorate of Art, Maharashtra State” which is part of the Government of Maharashtra.

4. Best performer award (within 8 months of joining) - Vishwa Medical Transcription Pvt Ltd.

**WORK EXPERIENCE**

1. **LLH Hospital (Abu Dhabi) - JCI Accredited**

*Medical transcriptionist* (July 2017 – present)

**Roles and Responsibilities:**

* Reporting to the head of the Radiology Department.
* Assist doctors in OPD (live transcription).
* Preparation of Radiology reports such as MRI/CT scan/Ultrasound/Mammogram/X-rays/and IVP.
* Send approvals to Insurance Companies for Pharmacy Prescriptions.
* Preparation of medical reports for patients and insurance companies.
* Organizing departmental meetings.
* Documenting and filling of all essential memos and Radiology Films.
* Assuring confidentiality of medical reports and other interdepartmental activities.
* Maintain registers and correspondences.
* Transcription responsibilities. Transcribes, edits and proofread medical reports.
* Transcribe and edit recorded reports for different specialties with good exposure to radiology and orthopedics.
* Audio typing patient notes and reports; editing and proofreading; speak, read and write medical terminologies under different specializations.
* Verify accuracy of patient information such as name and identification number; verify accuracy of transcription for correct punctuations, grammar; and spelling.

2. **Vishwa Medical Transcription Private Ltd (vendor of**

**Nuance Transcription Services Ltd) (CSEZ, Kerala, India)**

*Senior Medical Transcription Quality Analyst* (November 2014 – February 2017)

**Roles and Responsibilities:**

* Direct efforts toward quality documentation, including providing procedures, training, and resources for transcription team members.
* Establish guidelines for identifying qualified applicants for transcription and quality assurance staff positions.
* Develop standards for employee performance review related to quality documentation.
* Establish criteria for quality reviews.
* Establish policies and procedures that contribute to the efficiency of the transcription department.
* Through a standard random selection process, select randomly transcribed or edited reports for review.
* Review the transcribed report against actual dictation, applying industry-specific standards provided by current resources and references.
* Using preferred standard quality scoring criteria, calculate and score reports consistently and fairly, weighing the varying degrees of errors against the documentation length.
* Provide timely and consistent feedback to the medical transcriptionist or editor in order to eliminate repetition of errors, build skills, and mentor the medical transcriptionist/editor.
* Recognize, interpret, and evaluate inconsistencies, discrepancies, and inaccuracies in the medical dictation, and appropriately clarify and/or report them as required.

3. **Star Health and Allied Insurance (Kakkanad, Kerala)**

*Sales Manager* (Health Insurance).

4. **DovLin Healthcare (Leela Infopark, Kerala, India)**

*Senior Medical Transcription Editor* (October 2012 - October 2014)

* Edit and upload operative reports, history and physical reports directly to doctors in USA.
* Direct efforts toward quality documentation, including providing procedures, training, and resources for transcription team members.
* Establish guidelines for identifying qualified applicants for transcription and quality assurance staff positions.
* Develop standards for employee performance review related to quality documentation.
* Establish criteria for quality reviews.
* Recognize, interpret, and evaluate inconsistencies, discrepancies, and inaccuracies in the medical dictation, and appropriately clarify and/or report them as required.

5. **Indian Air Force** (January 2005 to September 2012)

* First and second line servicing of aircraft.
* Servicing and maintainance of armament.
* Security roles.

6. **Mapro Private Limited (India)**

*Medical transcription Editor* (August 2003 – October 2004)

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| **Course** | **Duration** | **University** | **Percentage** |
| Diploma in Mechanical Engineering | 2012 | IGNOU | 65.50% |
| Certificate in security management and strategic installations | 2011 | IGNOU | 63% |
| Plus Two | 2000-2002 | Board of Higher Secondary, Maharashtra, India | 58.33% |
| S.S.L.C | 2000 | Maharashtra State, India | 73% |

**INTERESTS**

 Sports. Sketching. Coaching soccer.

Date: June 22, 2019 Ajay U Mattathodi