

Alphonsa Kurian

Medical Transcriptionist

Contact Details :

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Address : Kanakunnel[H], Pilakkave PO.
Mananthavady, Wayanad Pin : 670645.

To work in a growth - oriented, technology - based clinical - setting demanding strong organizational and interpersonal skills, as a medical transcriptionist that expands my knowledge and provides me the opportunity to utilize my skills & abilities to its fullest potential.

EXPERIENCE

1. Hospital : **KOYAS HOSPITAL** (A unit of MAK Hospital Pvt. Ltd).
Cheruvannur, Feroke, Pin code : 673671, Calicut, India.

Position : Medical Transcriptionist.
Department : Medical Transcription.
Period : Since 28/10/2020 to present (1 + year).

Reference

• Dr. Shanu M. V – Managing Director of Koyas Hospital Calicut, Kerala –
E mail : shanu.koyas@gmail.com.

EDUCATION

Qualification	Institution	University/ Board
B.COM COMPUTER APPLICATION	Newman's College Mananthavady	Kannur University
Plus Two	GHSS Thrissilery, Manathavady	Board of Higher Secondary Examination (Gov of Kerala).
SSLC	GHSS Thrissilery, Manathavady	General Education Department (Gov of Kerala).

TECHNICAL QUALIFICATION

Core Qualifications :
• Medical Coding : Arown Academy Calicut
• Profound knowledge of Medical terminology.
• Fast & efficient data entry. Trained in medical software, Certified in transcription.

Key handles : Set up and maintain medical files and databases, including records such as procedure reports, medical histories, diagnostic workups, admission and discharge summaries and clinical resumes.

- Transcribe dictation for a variety of medical reports, such as patient physical examination, review of system, history of present illness, emergency room visits, operation notes, physician orders
- To prepare the reports such as USG, Doppler, Echo, Endoscopy, reply letters, medical certificates etc.
- To prepare the case summary / discharge summary as per the instructions of the consultant.
- To contact the GDMO's / Consultants when required by the nurses.
- To undertake any other duties / responsibilities assigned by the superiors from time to time.

STRENGTHS & SKILL

- 1 year of experience in transcription in all fields of Medicine especially General Medicine, Gynaecology, Orthopaedics, General Surgery, Neurology, Neurosurgery, Cardiology, Oncology & Radiology reports.
- Ability to manage multiple tasks in a pressured environment.
- Pleasing personality.
- Excellent interpersonal and communicative skills.
- Honest & Smart working.

HOBBY

- Community work & Driving.

PERSONAL PROFILE

Date of birth : 07/07/1994
 Gender : Female.
 Religion / Caste : Christian, RC
 Nationality : Indian.
 Marital Status : Married
 Language Known : English, Malayalam, Tamil.

DECLARATION :

I here by declare that the above mentioned particular are true to the best of my knowledge and belief.

Date :

Alphonsa Kurian