

PREETHI P.G.

Mobile: 9995596458

E-mail: preethimanghat@gmail.com**Objective:**

A highly talented *Medical Transcriptionist/Medical Coder (fresher)* with huge experience in interpreting, transcribing and verifying dictations by physicians and/or other health care professionals regarding patient assessment, work-up, therapeutic procedures, clinical course, diagnosis, prognosis, etc.; documenting patient care and facilitating delivery of health care services for inclusion in medical records.

Summary of Qualifications:

More than ten years of experience as Medical Transcriptionist.

Great typing skills of not less than 65 wpm.

Deep knowledge of medical terminology, anatomy and physiology, and the various medical specialties as required in areas of responsibility.

Excellent communication skills (both verbal and written) necessary to perform the essential functions of the position (including but not limited to English usage, grammar, punctuation, and sentence structure).

Ability to work and communicate in a positive and cooperative manner with management and supervisory staff, medical staff, co-workers and other healthcare personnel and patients and their families when providing information and services, seeking assistance and clarification and resolving problems.

Uncommon ability to understand diverse accents and dialects and varying dictation styles.

Thorough knowledge of medical transcription guidelines and practices and ability to use designated reference materials.

Strong ability to operate designated word processing (e.g., PC, word processing and other software), dictation, transcription equipment, and other equipment as specified for the department's needs.

Technical Skills:

Operating System: Windows-based operating systems (Word, Excel, Power point)

Platform: Dictaphone (Focus India Pvt. Ltd.), ASR voice to data (Medusind Solutions Pvt Ltd). Escription platform (Vishwa Transcripts Pvt Ltd).

Professional Experience:

Career Step Offline Training Course (Medical Transcription) 05/2003-11/2003
Received Certificate in Medical Transcription 11/2003
Training on grammar, medical terminology, actual dictation practice was also held during this period.
Career step online training course (*Medical Coding*) 07/2020-10-2020
Training on medical terminology, anatomy, ICD-10 codes, CPT, HCPCS, HIPAA compliance etc.

Organizations:

- Hykon Transcripts Pvt Ltd., Kochi, Kerala,
Period : June 2003 – March 2008.

Worked as a Medical Transcriptionist/Senior Medical Transcriptionist at including six months training in Medical Transcription Field.
Won Best Medical Transcriptionist Award from Hykon Transcripts Pvt. Ltd. in the year of 2006.

- Focus India Pvt Ltd., Chennai, Tamil Nadu
Period: March 2008– September 2008.

Worked as a Proof Reader to include proof reading documents and editing the contents.

- Medusind Solutions Pvt Ltd, Chennai Tamil Nadu,
Period: September 2008 – October 2017 (Both in-house/HBT).

Worked as a Quality Analyst.

Transcribe and edit recorded or written material, including operative reports, discharge summaries, patient history and examinations, physician letters and notes, and pharmacy, rehabilitation, autopsy, and x-ray reports.

Collect statistical data to analyze departmental productivity.

Oversee daily activities of department to optimize productivity and quality of work.

Verify accuracy of patient information such as name and identification number; verify accuracy of transcription for correct punctuation, grammar, and spelling.

Respond to inquiries for release of medical information, ensuring that legal requirements are followed and proper consent has been obtained.

Maintain logs of medical procedures, incoming dictation, and transcription records.

Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and infection control standards.

Distribute and collect dictation and transcribed reports; follow up on physicians' missing and late dictation.

Ensure strict confidentiality of financial records.

Maintain disk and disk backup system; order supplies and report equipment operational problems.

- Hamad Medical Corporation, Doha, Qatar
Period: January 2018 – June 2018

Working as a Medical Coordinator/Secretary in Hamad Medical Corporation since January 2018.

Managing co-ordination at breast imaging in Department of Clinical Imaging and also secretary under one of the director.

- Aquity Solutions Pvt Ltd (Mmodal Global Services Pvt Ltd)
Period: March 2019-July 2019.

Working as Healthcare Documentation Editor in Aquity Solutions since March 2019.

Working on FFTE platform both ASR and monASR types of reports.

- Vishwa Transcriptions Pvt Ltd. (Cochin)
Period: January 2020-present.

Working as an Editor/MLS at Vishwa Transcriptions Pvt Ltd since January 2020. This is a Nuance Vendor and working on Escript Platform.

Completed Medical Coding Course from Accurate Medical Coding Institute (July 2020-October 2020), online.

Education:

Bachelor of Science in Physics – Vimala College, Thrissur, Kerala. Calicut University, Calicut, India (2002).

Higher Secondary – Vocational Higher Secondary School, Thrissur, Kerala.

Medical coding training from Accurate Medical Coding institute in Kozhikode (**fresher**), well-versed in Medical terminology, anatomy, ICD, CPT, HCPCS, HIPAA compliance etc. (July 2020-October 2020).

Personal Details:

Languages Known:

Read, Write and Speak English, Hindi and Malayalam & Tamil.

Personal Profile:

Date of Birth	:	17/05/1982
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian
Passport No	:	K5044895
Date of Issue	:	16/08/2012
Date of Expiry	:	15/08/2022
Place of Issue	:	Chennai
Communication Address	:	Krishna Priya Malappuram, Kerala