

ABDU THAWAB OK

Medical Transcriptionist Medical Records Management



SUMMARY

I am a Medical Record Professional, a professional with good typing skills and medical transcription, medical records management, and anatomy and physiology skills. I am also skilled in Medical Records Department duties such as record filing, verifying accuracy and accessibility of files, and keeping all files secure and confidential.

CONTACTS

Phone
8593899376

Email:
abduthawab96@gmail.com

Address:
Odakkal (H), ponmala- (po)
Malappuram, 676528

EDUCATION

- 2021 DIPLOMA IN MEDICAL RECORDS MANAGEMENT
Cedars International, Kerala, India
- 2020 Diploma in Medical Coding
Avodha Education Institution
- 2020 Arabic - English Typing & Office Automation
Index Foreign Languages & Professional Training Academy, Kottakkal
- 2017 PLUS Two Commerce
R.E.C. Higher Secondary School
- 2015 S.S.L.C
Board of Public Examinations, Kerala

SOFT SKILLS

- Leadership
- Analytical thinking
- Teamwork
- Patience
- Logical thinking
- Problem solving
- Communication
- Project Management

EXPERTISE

- Transcribe the handwritten notes and dictation into patient history, exam notes, operative reports, referral letters, discharge summaries, and other documents
- Review and edit drafts prepared by speech recognition software, making sure that the transcription is correct, complete, and consistent in style
- Translate medical abbreviations and jargon into the appropriate long form
- Identify inconsistencies, errors, and missing information within a report that could compromise patient care
- Follow up with the healthcare provider to ensure that reports are accurate
- Submit health records for physicians to approve
- Follow patient confidentiality guidelines and legal documentation requirements
- Enter medical reports into electronic medical records systems
- Perform quality improvement audits.

DEMOGRAPHICS

- Date of Birth : 26 /07/1999
- Marital Status: Single
- Nationality : Indian
- Languages: English & Malayalam

HARD SKILLS

Electronic MR

Typography

Presentation

Language

Accuracy

