

Gincy M James

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Responsible and well-organized individual offering 13 years of experience as Medical Transcriptionist, responsible for accurately transcribing and editing recorded audio files into written documents that conform to the guidelines of the American Medical Association (AMA) and the Health Insurance Portability and Accountability Act (HIPAA).

SKILLS

- *Enthusiastic, quick learner, critical thinking, detail-oriented, and dedicated team player.
 - *Strong ability of understanding diverse accents (US, Australian and Emirati) and varying dictation styles.
 - *Comprehensive knowledge of medical terminology, diagnostic procedures, pharmacology, treatment assessment, surgical and lab processes.
 - *Strong knowledge of different type of reports such as consultation notes, history and physical reports, operative reports, progress notes, emergency room reports, and discharge summaries.
 - *Knowledge of medical transcription practices, SAP software, HIPPA and AAMT Book of style guidelines and proficient in basic operating system, word processing software and use of Stedman's, Quick Look and other medical dictation software on a compatible system.
 - *Familiar with medical transcription, medical scribing and medical billing platforms and guidelines.
 - *Willingness to take on added responsibilities to meet team goals.
 - *Strong communication skills, staff and schedule management and relationship building.
 - *Have required tools and materials to operate from home such as laptop, foot pedal, headset and stable internet connection.
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PROFESSIONAL EXPERIENCE

***Dynamed Healthcare Solutions (VPS Healthcare)**

Medical Transcriptionist – 1 year and 5 Months (July 5, 2021-January 6, 2023)

- Responsible for accurately transcribing dictations for variety of specialities including Cardiology, Orthopedics, Rheumatology, Oncology, Gastroenterology, Dermatology, Ophthalmology, Emergency Medicine, Acute Care by adhering to the medical transcription guidelines and clinically documenting it into the Physician Assessment Form in SAP software.

***Vishwa Transcription Services**

Escription Editor – 3 years (July 7, 2018 to July 3, 2021)

- Responsible for accurately editing files for any mistakes such as grammatical errors, medical terminology errors, punctuation errors etc. and uploading the files within TAT with 100% accuracy provided for each file.
- Completed or exceeded predetermined number of transcribed lines per shift as required.

***Vishwa Transcription Services**

Escription Editor – 5 Years (April 1, 2012 to August 31, 2017)

- Responsible for accurately editing files for any mistakes such as grammatical errors, medical terminology errors, punctuation errors etc. and uploading the files within TAT with 100% accuracy provided for each file.
- Consistently provide high quality work with attention to detail using electronic medical record program.
- Meet productivity and accuracy standards with extensive knowledge of medical terminology, anatomy and physiology.

***Vishwa Transcription Services**

Medical Transcriptionist/Offline Editor – 4 years (May 1, 2007 to April 30, 2011)

- Transcribe dictations for variety of specialities including Cardiology, Orthopedics, Rheumatology, Oncology, Gastroenterology, Psychology, Dermatology, Ophthalmology, Emergency Medicine, Acute Care by maintaining medical transcription practices as HIPPA and AAMT Book of Style with the help of tools such as Stedman's, Quick Look and other medical dictation software on a compatible system to provide 100% quality.
- Transcribing dictations for a variety of medical reports such as history and physical, consultation notes, progress notes, emergency room reports, operative reports, and discharge summaries.
- Responsible for accurately editing and checking blanks and errors in each files meeting the deadlines with 100% accuracy provided for each file.

EDUCATIONAL QUALIFICATION

*Completed Bachelor's Degree in Chemistry from Sacred Heart College, Thevara, Ernakulam.

*Completed Diploma course in Medical Transcription conducted by EDSS Solutions, Ernakulam.

DECLARATION

I hereby declare the above statements are true and correct to the best of my knowledge and belief.

Place: Ernakulam
Date: 03/16/2023