

Ushmal Gopinath

Medical
Transcriptionist

Contact

Address

Changanassery, KL, 686103

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ushmal95@gmail.com

Skills

Works under immense
pressure

Advanced

Medical terminology expert

Upper intermediate

Adept multi-tasker

Advanced

Medical transcription

Upper intermediate

Patient referrals expert

Upper intermediate

Highly accurate data entry operator for 4 years under a US based MNC Conduent business services LLP. Maintained accuracy of 98% in Dental and Medical health insurance. Earned 2 honor roll awards for accuracy and performance. Able to work accurately, with attention to detail and confidentiality

Quality-focused Medical Transcriptionist skilled in accurate and timely project completion. Exceptional at translating verbal information to written form to record patient medical history and treatment. Self-motivated and talented at organization and time management. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2022-12 -
Current

Medical Transcriptionist

St. Thomas Hospital, Chethipuzha, Kerala

- Assisted in maintenance of medical charts and/or electronic medical record filing, Op Reports, test results and home care forms.
- Recorded information using word processing, dictation and transcription software and equipment.
- Accurately documented medical dictation to record patient care records.
- Transcribed sensitive documents with complete confidentiality.
- Used Medware to input information into computerized patient record system.
- Worked cohesively with physicians and other clinical staff to complete transcriptions.
- Maintained security and privacy of records to protect patients and providers.
- Applied medical terminology related to provider-specific treatments and techniques.
- Demonstrated excellent skills to understand diverse accents and dialects.
- Maintained 98% accuracy rate for spelling and content.

- Translated medical jargon into correct terminology.
- Followed all HIPAA rules and regulations regarding patient confidentiality.

2018-07 -
2022-12

TRANSACTION PROCESSOR

Conduent Business Services LLP (Infopark Kochi), Kochi, India

- Demonstrated consistent hard work and dedication to achieve results and improve operations
- Identified issues, analysed information and provided solutions to problems
- Met budget targets through responsible planning and resource allocation
- Demonstrated outstanding product knowledge to achieve high customer satisfaction levels
- Picked up additional tasks to aid team success.
- Processed entries to make adjustments and post to client accounts.
- Performed quality assurance checks and reported issues to management to discuss solutions.

Education

2017-06 -
2018-01

Diploma of Higher Education: Medical Transcription

Keltron - Kochi

Works as a team member

2020-06 -
Current

Bachelor of Science: Zoology, Botany, Chemistry

Indira Gandhi National Open University - Kochi

Accuracy of 98, Two honour roll awards in the year 2018 and 2021, High leadership skills Takes charge when needed

2011-05 -
2013-05

Higher secondary: Science

Swathy Central School - Ottapalam

Accomplishments

Achieved honor roll award for accuracy twice in my working period in Conduent business services LLP