
VIPIN NADARAJAN

Sreeragamhouse, Edayankunnam, Kochin, Kerala

|+918792530043| vpkylmkrish2@gmail.com



Summary

Deadline-oriented Medical coding and transcriptionist offering well-developed skills in customer service and editing. Pursuing a position in a busy organization where focus and dedication are highly sought. Administrative Assistant experienced at registering patients, scheduling appointments and recording and filing patient medical records. Enters orders and information quickly and accurately.

Skills

- Self-motivated, Result oriented, Team Player and Good Leadership qualities.
- Thorough knowledge of Medical terminology, effective supervisory methods and techniques.
- Ability to plan, assign, supervise and inspect the work of a large group of subordinate personnel.

Education & Training

- **OXYCODE – Dubai, United Arab Emirates** | Certificate Medical Coding, 07/2022
- **Cigma Healthcare Academy – Cochin, Kerala, India** | Certificate Medical Coding, 02/2017
- **Institute Silicon Transcription – Bangalore, India** | Certificate Medical Transcription, 01/2007
- **KITCO – IITM – Thiruvanthapuram** | Post Graduate Diploma Hotel Management & Tourism Studies, 05/2006
- **Milade Sheriff Memorial College – Kayamkulam, Kerala, India** | Bachelor of Arts Political Science, 05/2003

Experience

EXECUTIVE - MEDICAL TRANSCRIPTIONIST | 10/2018 - 09/2022

ASTER Hospital - Al Qusais, Dubai

- Radiology Department : USG reports, CT and MRI reports.
- Preparing and editing case summary / discharge summary as per the instructions of the consultant and all kinds of medical and reply letters.
- Help OP doctors to enter the progress report, discharge summary, prescription orders and Lab orders.
- Helped in COVID details entering in field hospital DHA form

MEDICAL TRANSCRIPTIONIST | 04/2015 – 09/2018

ASTER MEDICITY – Cochin, India

- Preparing discharge summaries and all kinds of medical certificates.
- Taking IP list and attending daily ward rounds with doctors and charting medical condition of the patient's.
- InInterpreting test results and inform to Physicians or others required.
- Helping in OP functions.

MEDICAL TRANSCRIPTIONIST | 04/2013 – 03/2015

SAKRA WORLD HOSPITAL – Banagalore, India

- Preparing discharge summaries and all kinds of medical certificates.
- Reviewed diagnostic and procedural terminology for accuracy.
- Reviewed patient records to check accuracy of information and implement updates.

JUNIOR QUALITY ANALYST | 09/2011 – 03/2013

Mmodal Private Limited – Bangalore, India

- Transferred transcribed materials into electronic health records system.
- Researched coding discrepancies for compliance and reimbursement accuracy

SENIOR MEDICAL TRANSCRIPTIONIST | 06/2007 – 07/2011

NIJU SCRIBE Private Limited – Bangalore, India

- Transcribing files

Languages

English and Malayalam : Read,Write,Speak

Tamil, Hindi and Kannada : Speak

Personal details

Marital Status : Married

Nationality : Indian

Age : 39

Passport Details

PASSPORT No. : N2181027

Date of Issue : 24.08.2015

Date of Expiry : 23.08.2025

Place of Issue : Cochin, Kerala, India.

Reference

Dr. Dhivya

Specialist Radiology

Aster Hospital, Al Quasis, Dubai.

Mob : +971562020295.

Mrs.Krishna Chandra KK

MSW Neurosurgery Dept,

AsterMedcity ,Cochin.

Mob : 8111998005

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Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge.

Thanks & Regards,

Vipin Nadarajan.