

RESUME FOR THE POST OF MEDICAL TRANSCRIPTIONIST/TYPIST

PROFESSIONAL SUMMARY

A highly talented Medical Transcriptionist with 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. Currently working as Medical Transcriptionist.

Experience As Medical/radiology typist

Vivid Diagnostics, Chalikkavattom, Ernakulam

Designation Medical and radiology typist
Duration 01/03/2021 to 20/12/2021

Sankers Healthcare Scans and Diagnostics, Alappuzha

Designation Medical/radiology typist
Duration 20/12/2021 to 24/08/2022

CAREER HIGHLIGHT

- Extensive medical transcription experience.
- Superior facility in interpreting and transcribing a wide array of medical specialty reports
- Strong knowledge of medical language and transcription practices and guidelines.
- High orientation to written and numerical detail.
- Exceptional skills in interpreting recognizing and evaluating discrepancies and inconsistencies in medical texts.
- Good knowledge of physiology and anatomy.
- 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.
- 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.
- Utilized various software platforms (Microsoft word, E-scription, Ruby etc).
- Maintained strict patient and physician confidentiality.

HARIJASREE.H

CONTACT DETAILS

- Address
Prarthana House,
SN jetty. NT ward
Avalookkunnu P.O.
Alappuzha Dist.
Kerala
- Mob: + 9 1 9946089041
- Passport number: V6572060
- E-mail: harijashreerenjith@gmail.com
- Date of Birth 28.04.1986
- Husband's name Ranjith. T.S
- Nationality Indian
- Gender Female
- Religion Hindu, Ezhava
- Marital status Married

ACADEMIC QUALIFICATION

- Matriculation (Kerala) with 80% Marks (2000-2001).
- Plus Two (Kerala) with 82% Marks. (Diploma in Agriculture from Naduvattom VHSS, Pallippad), (2001 to 2003).
- Computer DCA (2006).
- General Nursing and Midwifery from St. Mary's college of medical science, Kuravilangad. (experienced as staff nurse in Sreemahaveer general hospital, Gujrat for 2 year).
- Medical Transcription Training from e-DSS Solutions Pvt. Ltd. From January 2010 to September 2010.

LANGUAGES KNOWN

- Malayalam, Hindi, English.

COMPUTER SKILLS:

- Computer DCA (2006).

PERSONAL TRAITS

- Detail oriented
- Very professional.
- Typing/editing.
- Responsible, honest
- Patient.

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Prarthana House,
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Avalookkunnu P.O.

Started Working with:

Medical Transcription {5 years}

- **Meditech transcription technologies, Kochi from October 2010-2015.**
- Transcribed reports dictated by various physicians and assistants.
- Proofread transcribed patient documents maintaining high accuracy standards.
- Completed or exceeded predetermined number of transcribed lines per shift as required.
- Managed all physician transcription reports.
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Medical Transcription Editor (4 years)

- **Viswa Transcription Services (P) Ltd, Kochi, Kerala 2015- 2017).**
- **Vodox Global Services 2017-2019.**
- **Unicorn Transcription Technologies, Chennai- from 2019-2021**
- **Amor solutions pvt, Palakkad from 01/09/2022**
- Proofread transcribed medical documents maintaining high accuracy standards and conducting quality checks.
- Completed or exceeded predetermined number of transcribed lines per shift as required.
- Managed all physician transcription reports.

Declaration

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

Place: Alappuzha

Date: 07/26/2023

HARIJASREE. H

Alappuzha Dist.

Kerala

- Mob: 9946089041
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