

RASIYA RAHUMAN

VIRTUAL MEDICAL SCRIBE
MEDICAL TRANSCRIPTIONIST
MEDICAL CODER (NON-CERTIFIED)

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PROFILE SUMMARY:

An enthusiastic and highly motivated Virtual Medical Scribe with 1.5+ years of experience in providing personal assistance to physicians aimed at handling documentation overload and gathering patient information for records management, coding, and insurance purposes.

A highly talented, well organized and experienced Medical Transcriptionist with 11.9 years of experience in transcribing audio dictations by physicians and/or physician assistants for inclusion in medical records is seeking a position as an active employee in a real-time environment, involving responsibilities and working with others as a team member to achieve advancement of self as well as growth of the company.

PROFESSIONAL WORK HISTORY:

- **Virtual Medical Scribe, November 2021 - July 2023:**

- AQuity Solutions India Pvt. Ltd. Coimbatore, Tamil Nadu, India.**

- Worked from November 2021 through July 2023 in the position at AQuity Solutions India Pvt. Ltd. Coimbatore, Tamil Nadu, India.
 - Trained under AQuity Solutions India Pvt. Ltd.
 - Specialized in Obstetrics and Gynecology.
 - Worked as a secondary scribe during off clinic days.
 - Provided support coverage to other specialties.
 - Shadowed multiple family medicine practitioners.
 - Experience in quality auditing.
 - Pre-Charting patient files 48 hours prior with all necessary documents retrieved into charts for physician review.
 - Document HPI, ROS, PE, and PLAN during clinical visits into EPIC EMR in real-time by listening to physician-patient interaction under physician supervision.
 - Ensuring medical record compliance by self-documentation attestation to include: Scribe name, title, and doctor working for as well as specific date and time entry.
 - Excellent keyboarding skills with a typing speed of 70+ wpm.
 - Excellent attention to details and extremely organized.
 - Strong verbal and written communication skills.
 - Ability to work in a dynamic, highly-stressful environment that routinely involves exposure to highly-sensitive personal health information.
 - Understanding of and commitment to appropriate protection of confidential patient health information.
 - Adheres to HIPAA and other confidentiality requirements.
 - Punctual and maintain full attendance.

- **Medical Analyst (Transcriptionist), October 2009 - June 2021:**

- Spectrum Softtech Solutions Pvt. Ltd., Ernakulam, Kerala, India.**

- Eleven plus years of experience in the position (From 10/2009 to 06/2021).
 - In-depth knowledge of medical transcription practices and guidelines and ability to use designated reference materials.
 - In-depth knowledge of medical terminology, anatomy, physiology, diagnostic procedures, pharmacology, treatment assessment, and various medical specialties.

- Transcribe and edit highly technical medical dictations by physicians and/or physician assistants relative to patient care for inclusion in patient medical records with individual client/physician specifications including preoperative and postoperative reports, discharge summaries, consultation, history and physical examinations, progress notes, SOAP notes, physician letters and other notes.
- Edit, revise, and clarify inaccuracies without altering the actual meaning of the medical dictation.
- Ensure that the transcribed document contains accurate patient demographics such as name, date of birth, medical record number, etc.
- Correct discrepancies and inconsistencies in medical dictation including drug dosage, units, lab values, etc.
- Extensive knowledge of homonyms, acronyms, prefixes and suffixes, etc.
- Translate spoken medical words and expand the abbreviations into correct forms.
- Utilize reference materials efficiently and appropriately to facilitate accurate reports.
- Proficient in 99.9% accurate on easy audios and 98% on difficult audios.
- Direct uploader from December 2011 through 2021 with a QA score of 99.99% accuracy.
- Specialized in orthopedics.
- In-depth experience in transcription in the fields of Medicine especially cardiology, gastrointestinal, genitourinary, orthopedics, ENT, and general medicine.
- In-depth knowledge in MS Office, use of Stedman's medical dictionary, Quick Look Electronic Drug Reference, American Heritage dictionary, and other MT related software.
- Excellent keyboarding skills.
- Good listening skills. Able to differentiate between speakers and can understand heavy accents.
- Excellent eye, hand, and auditory coordination necessary to perform the essential functions of the position.
- Proficient in grammar. Aware of parts of speech and the current usage of punctuation in transcription.
- Excellent attention to details and extremely organized.
- Strong verbal and written communication skills.
- Ability to concentrate and work independently with minimal or no supervision.
- Flexible and can handle tight turnaround schedules with a typing speed of 70-75 wpm with an accuracy of 98% or more. Able to thrive in high-pressure situations.
- Proofread the finished transcripts and deliver the best quality.
- Strong physical ability and stamina to perform the essential functions of the position.
- Willing to learn new things.

TECHNICAL QUALIFICATIONS:

- Medical Scribing.
- EPIC Electronic Medical Record System.
- Medical Coding.
- International Classification of Diseases-Tenth Revision-Clinical Modification (ICD-10-CM).
- Current Procedural Terminology - CPT
- Healthcare Common Procedure Coding System - HCPCS Level II
- Basic Medical Billing.
- Medical Transcription.
- SpectraMedi MSO's EasyFlow.
- American English Usage.
- Medical terminology.
- Anatomy and Physiology.
- Medicine and Pharmacology.
- HIPAA Compliance.
- Proofreading
- Computer training (Keyboard Skills, Basic Skills in Computer & Word Processor).
- Speed typing.

- Confidentiality.
- Self-Motivated.
- Self-Disciplined.
- Accuracy.
- Professional.
- Punctual.
- Knowledgeable.
- Proactive.
- Mindful.
- Flexible.

TRAININGS:

- **Virtual Medical Scribe Academy Training, November 2021 - January 2022.**
AQuity Solutions International Academy and Scribe Training
AQuity Solutions India Pvt. Ltd. Coimbatore, Tamil Nadu, India.
- **Certificate Program in Medical Coding Training, March 2021 - September 2021.**
Cigma Medical Coding Academy, an American Academy of Professional Coders (AAPC) approved Institute, Kochi, Kerala, India.
- **Medical Analysis (Transcription) Training, 6-Month Certificate Training, March 2009 - August 2009.**
Spectrum Softtech Solutions Pvt. Ltd. Ernakulam, Kerala, India.

CERTIFICATES:

- Medical Scribing Training, 2022.
- Medical Coding Training 2021.
- Medical Analysis (Transcription) Training, March 2009 - August 2009.

SELF-EMPLOYED WORK HISTORY:

- Private Tutor 2008-2009.
- Anatomy Drawing Artist 2003-2008.

ACADEMIC QUALIFICATIONS:

- **Baselius College, Kottayam, Kerala, India.**
Bachelor of Science in Zoology, passed with 71%, 2005-2008.
- **Baker Memorial Girls Higher Secondary School, Kottayam, Kerala, India.**
Plus1 and Plus 2 Science, passed with 71%, 2003-2005.
- **Queen Mary's Public School, Kottayam, Kerala, India.**
Tenth, passed with 59%, 2003.

INTERESTS:

- Learning Language via Duolingo App - Arabic, French, German, Spanish, Korean, and Chinese.
- Featured Contributor, BC 360° - Online Media.
- Reading and Journaling.
- Brain teasers and Puzzles.
- Art, Interior Designing, Photography, Music, and Movies.
- Astronomy/Space Science.

VOLUNTEERING:

- Fund Raising Volunteer, November 1996
Help Age India.