



CURRICULUM VITAE

SHINOD MATHEW

Kodippara, Ramankuth p.o.,
Nilambur R.S., Malappuram Dt
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POSITION APPLIED: **MEDICAL TRANSCRIPTIONIST**

OBJECTIVE:

To be a person of desire, courage and determination in attaining the common goal of the company.

EDUCATIONAL BACKGROUND:

- **Bachelor's Degree**
- **Medical Transcription Course- Passed with Grade A with exposure to:**
 1. **Medical coding.**
 2. **Medical billing.**
 3. **Legal transcription.**

PROFESSIONAL EXPERIENCE

- Worked as **Medical Transcriptionist and medical coder** in NMC - As Salama Hospital, Al Khobar, Saudi Arabia from October 2015 to October 2020.
- Worked as **Editor** (Medical Transcription- editing of medical reports done through speech recognition software) for Nuance Transcription based in United States since April 2015
- Worked as **Medical Transcriptionist/Editor** (2012-2014) in in Skynet Technologies Cochin.
- Worked as **Medical Transcriptionist/QA/Editor** at SPI Coimbatore -June 2008 to 2009
- Worked as **Medical Transcriptionist** (Medical Records Department) at Specialized Medical Center Hospital-(500 bedded Hospital) Riyadh, Kingdom of Saudi Arabia - April 2006 to March 2008
- Worked with Spryance India Ltd. Mumbai as **Medical Transcriptionist** (2004-2006)
- Worked with KGISL Coimbatore as **Medical Transcriptionist** (2001 April- May 2003)

Job Description:

- Listen to the recorded dictation of a doctor or other healthcare professional from all departments, i.e. cardiology, gastroenterology, neurology, orthopedics, pediatrics, gynecology, radiology etc.
- Transcribe and interpret the dictation into diagnostic test results, operative reports, referral letters, and other documents
- Review and edit drafts prepared by speech recognition software, making sure that the transcription is correct, complete, and has a consistent style
- Translate medical abbreviations into the appropriate long form
- Identify inconsistencies, errors, and missing information within a report that could compromise patient care
- Follow up with the healthcare provider to ensure the accuracy of the reports
- Submit health records for physicians to approval.
- Follow patient confidentiality guidelines and legal documentation requirements
- Enter discharge, medical and operative reports into electronic health records systems

TYPING SKILL

English 60 wpm

PERSONAL INFORMATION:

Birth date : May 12, 1975
Birthplace : Nilambur
Height : 168 cm
Civil Status : Married
Citizenship : Indian
Religion : Christian

Passport Details:

Passport No : **P7145570**
Date of Issue : 25-01-2017
Date of Expiry : 24-01-2027
Place of Issue : Riyadh
Languages Known: English & Malayalam

Aadhaar No : **3171 8564 2072**
PAN : **AWEPM8362K**

CHARACTER REFERENCES:

Dr. Firass Al Atassi Director & Head-Radiology Department Specialized Medical Center Hospital Riyadh, Kingdom of Saudi Arabia Tel. 966-1-4164000 Ext. 5516 E-mail: mohdfiras@hotmail.com	Mr. Ravy Parathody Assistant Admn & Personal Director Specialized Medical Center Hospital Riyadh, Kingdom of Saudi Arabia Tel. 966-1-4164000 Ext. 2310 Mob 966-562059979 E-mail: raviparathody@gmail.com
Mr. Anuranjan V.P. Director & Head-Medical Transcription -Skynet Technologies Cochin +919388472184 E-mail: skynet_kochin@hotmail.com	Dr. Sameera, HOD, Medical Records, Dar As Salama Hospital, Al Kobar, Saudi Arabia +966 50 055 7453

Declaration

I hereby state that the above mentioned facts are true to the best of my knowledge and belief.

Place:**Date:****Signature**