

RASIYA RAHUMAN

MEDICAL TRANSCRIPTIONIST
VIRTUAL MEDICAL SCRIBE

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PROFILE SUMMARY:

An enthusiastic and highly motivated Virtual Medical Scribe with 1.5+ years of experience in providing personal assistance in real time 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 hospital.

QUALIFICATION HIGHLIGHTS - VIRTUAL MEDICAL SCRIBE:

- Worked from November 2021 through July 2023 in the position for Community Health Network, Indianapolis at AQuity Solutions India Pvt. Ltd. Coimbatore, Tamil Nadu, India.
- Trained under AQuity Solutions India Pvt. Ltd.
- Specialized in Obstetrics and Gynecology.
- Working as a secondary scribe during off clinic days providing 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 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.

QUALIFICATION HIGHLIGHTS - MEDICAL ANALYST (TRANSCRIPTIONIST):

- 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 99.5% accurate on easy audios and 98% on difficult audios.
- Direct uploading since December 2011 with a QA score of 99.9% accuracy.
- Specialized in orthopedics.
- In-depth experience in transcription in the fields of Medicine especially cardiology, gastrointestinal, genitourinary, 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.

PROFESSIONAL WORK HISTORY:

- **Virtual Medical Scribe, November 2021 – July 2023:**
AQuity Solutions India Pvt. Ltd. Coimbatore, Tamil Nadu, India.
- **Medical Analyst (Transcriptionist), October 2009 - June 2021:**
Spectrum Softech Solutions Pvt. Ltd., Ernakulam, Kerala, India.

SELF-EMPLOYED WORK HISTORY:

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

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.
- Punctual.
- Knowledgeable.
- Proactive.
- Mindful.
- Flexible.

TRAININGS:

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

ONLINE CERTIFICATES:

- Medical Scribing Training, AQuity Solutions India Pvt Ltd, January 10, 2022.

CERTIFICATES:

- Medical Coding Training 2021.
- Medical Analysis Training, March 2009 - August 2009.

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, Spanish, Korean, and Chinese.
- Featured Contributor, BC 360° - Online Media.
- Reading and Journaling.
- Art, Interior Designing, Photography, Music, and Movies.
- Astronomy/Space Science.

VOLUNTEERING:

- Fund Raising Volunteer, November 1996
Help Age India