

SREEJI RAJU.

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CAREER OBJECTIVE

To work in a growth-oriented, technology-based organization demanding strong interpersonal skills to expand my knowledge and provide me a better opportunity to utilize my skills & abilities to its fullest potential.

PRESENT WORKING EXPERIENCE

MEDICAL TYPIST/TRANSCRIPTIONIST

RAJAGIRI HOSPITAL, Aluva, APRIL 03 2023 – November 18 2023

Key skills:-

- Transcribing manual into word typing
 - Thorough knowledge of medical transcription guidelines and practices and ability to use designated reference materials.
 - Experience in Ms Office, Moksha and other MT related software.
 - Good typing skills of not less than 60 wpm.
 - Ability to work and communicate in a positive and cooperative manner with health care personnel when providing information and services, seeking assistance and clarification and resolving problems.
 - Have excellent time management skills & can meet the deadlines without compromising on quality.
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MEDICAL TYPIST/TRANSCRIPTIONIST

Metro Scans & Laboratories, Trivandrum February 17 2021 to APRIL 02 2023

Key skills:-

- Transcribing manual into word typing
- Thorough knowledge of medical transcription guidelines and practices and ability to use designated reference materials.
- Over one year of experience in transcription in all radiology fields (ultrasound, CT, MRI-1.5T & 3T)
- Over one year experience in Ms Office, Hodo and other MT related software.
- Good typing skills of not less than 60 wpm.
- Ability to work and communicate in a positive and cooperative manner with health care personnel when providing information and services, seeking assistance and clarification and resolving problems.
- Have excellent time management skills & can meet the deadlines without compromising on quality.
- Have experience of transcribing of various types of radiology reports.

MEDICAL TRANSCRIPTIONIST (2012-2014)

Phoenix Med Solution - Trivandrum (Jan 2012- June 2014)

Key skills:-

- Transcribing dictated audio files into word typing
- Thorough knowledge of medical transcription guidelines and practices and ability to use designated reference materials.
- Over 1&1/2 year of experience in transcription in all fields of Medicine especially Cardiology, Orthopaedic, Pulmonology, General Medicine, Anesthesia, Radiology, Pediatric, Gynecology and Dermatology.
- Over 1&1/2 year of in-depth experience in Ms Office, use of Stedman' s, Quick Look and other MT related software.
- Good typing skills of not less than 50 wpm.

MEDICAL TRANSCRIPTIONIST - *Heart Malabar Super Specialty Hospital – Kottakkal, June 2017 – Jan 2018*

- Transcribing manual into word typing
- Thorough knowledge of medical transcription guidelines and practices and ability to use designated reference materials.
- Over 6 month of experience in transcription in all fields of Medicine especially Cardiology, Orthopaedic, Pulmonology, General Medicine, Anesthesia, Radiology, Pediatric, Gynecology and Dermatology.
- Over 6 months in-depth experience in Ms Office, Mediware and other MT related software.
- Have experience of transcribing of various types of medical reports such as discharge summary, clinical note, emergency room note, procedure reports and surgery reports.

ACADEMIC QUALIFICATIONS

- Government of Kerala Higher Secondary Study (Science) – *March/2005*
- Government of Kerala SSLC – *March/2003*

TECHNICAL QUALIFICATIONS

- Advanced Medical Coding & Billing (2015 , non CPC) – Ahalia Foundation Eye Hospital, Palakkad
 - i. International Classification Disease (ICD) – 10 CM
 - ii. Current Procedural Terminology (CPT)
 - iii. HCPCS
 - iv. HIPPA

- Diploma in Medical Transcription (2011) – Keltron Knowledge - *An American standard based course, Specialization in*
 - i. Anatomy and physiology of human body
 - ii. Language of medicine
 - iii. Pharmacology
 - iv. Clinical pathology

Languages known: Malayalam, Hindi, English