

BASIL ALIAS

MEDICAL DOCUMENTATION SPECIALIST/ SECRETARY

To be a part of the organization that provides me an atmosphere of mutual growth and benefits where I can show my talent and potential and I'm highly analytical, diligent and a team player



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WORK EXPERIENCE

- Working as a medical transcriptionist in Santhi Hospital, Calicut - still working
- Worked as a medical transcriptionist in MVR Cancer Centre & Research Institute, Calicut.
- Worked as a facility engineer in Qatar for 1.2 years

ACCOUNTABILITES

- Assist OPD, and help to make the patient examination room in order to transcribe a history, physical exam and documentation accurately the physician's encounter with the patient and other present.
- Experience in report generation in most of all departments ENT,General Medicine, General Surgery, Gynaecology, Pediatrics, Orthopedic, Neonatology, Urology, Pulmonology, Reproductive etc.
- Transcribe dictation for a variety of medical report such as patient history, physical examination, radiology reports, referral letters, operation theater reports, consultation and discharge summaries (both hand written and digital)
- Ensure the all clinical data, lab or other test results, the interpretation of the results by the physician are recorded accurately in the medical records.

EDUCATION BACKGROUND

CERTIFICATION PROGRAM IN MEDICAL SCRIBING

LUMINIS INSTITUTE OF MEDICAL SCRIBING,
CALICUT, Class of 2021

- Completed course with knowledge in Medical documentation.
- Learned Medical language and ICD-CM Medical coding.
- Learned typing skill with 55-60 word per minute and 95% accuracy.

GRADUATOIN

BACHELOR OF ENGINEERING, Class of 20 11 to 2015

- Completed mechanical engineering

STRENGTH

- Medical software known MEDNET,Ellder
- Good interpersonal and deep handling.
- Good leadership skill.
- Language known- English, Malayalam, Hindi and Tamil
- Good communication skill.
- Computer proficiency.
- I am familiar with important medical terminologies and medicines in all departments.