GOKUL T S



## Personal Info

Date of Birth : 27.12.1994

Gender : Male

Father's name : Suresh T V

Mother's name : Sheena Suresh

Nationality : Indian

Marital Status : Single

Blood Group : B+Ve

**Medical Transcriptionist**

**Email:** [**t.sgokul12@gmail.com**](mailto:t.sgokul12@gmail.com) **Mobile: +91 811982777**

# Professional Summary

**Objective**

“Obtain a medical transcription position where my abilities will contribute to the smooth running and success of the organization”

* Working as Medical Transcriptionist from 2 years on medical transcription based platforms on UAE transcription and 1 year as a Quality Documentation Specialist under Nuance. Skilled in Electronic Medical Records (EMR), Quality assessment of coded data.
* Ability to generate discharge summaries, medical history and physical exam reports, operational reports, consultation reports and progress notes.
* Expertise in the use of medical terminology to accurately communicate diagnosis or treatment, translate medical abbreviations and lingo, refer to standard medical reference documentation for clarity
* Follow specific standards applicable to medical record style and legal and ethical requirements to keep patient information confidential.
* Exceptional ability to interpret, recognize and assess divergences and inconsistencies in medical texts.

# Experience

**07/07/2022 - Present**

**DYNAMED HEALTHCARE SOLUTIONS  
 Medical Transcriptionist  
Infopark, Ernakulam, Kerala, India.**

* Demonstrated strong knowledge of medical terminology and anatomy.
* Demonstrated extremely fast and accurate typing abilities.
* Dictation by physicians and other healthcare professionals on electronic medical reports (EMR)
* Conversion of dictated audio into electronic medical reports (EMR) format by placing the chief complaints, severity, associated symptoms, history, physical examination, and the dictated file into each section using SAP software.
* Fill out the risk table for further coding purposes after evaluating the patient's diagnosis and condition.
* Processing the files within 24 hours for further procedures and for follow-up purposes.
* Examine the patient lists and report any missing patients who were not dictated by the provider.
* Lab values and medication are double checked with reports provided by the physician with the dictated audio file.
* Make corrections to grammar, spelling, and syntax when needed.
* Transferred transcribed materials in to an electronic health record system.

**22/02/2021 to 12/03/2022**

**CONSCIENCE BUSINESS SOLUTIONS  
Quality Documentation Specialist  
Technopark, Thiruvananthapuram, Kerala India**

* Experienced Medical Scribe with a proven track record of accurately documenting patient encounters, transcribing medical histories, and assisting healthcare providers with administrative tasks.
* Proficient in Electronic Health Records (EHR) systems and adapt at maintaining confidentiality and professionalism in fast-paced clinical environments.
* Skilled in multitasking and communication, facilitating efficient patient care delivery.

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**Skills**

* Extensive knowledge on anatomy & physiology
* Maintains strict confidentiality
* Quality assessment of coded data
* Typing speed(50-wordsperminute)
* Team player with a positive attitude
* Deadline-driven
* Transcription
* Patient histories
* Multitasking
* Perfectionism
* Commitment to Learning
* Leadership skills

# Education

* Electronic medical records
* Reporting skills
* Strong work ethic
* Document quality
* Time management skills.
* Patient-focused care
* Strong listening skills.
* Fast and accurate typing skills.
* Entertaining skills
* Ability to understand medical terms
* Discipline
* Teamwork

**2020 – Certified Programming Medical Scribing**

**2010 – Higher Secondary-Bio- Maths** (66%) R M H S S Aloor

### 2012

**2010 – High School** (84%) R M H S S Aloor

# Hobbies

* Dancing
* Watching Movies
* Time spent with my families
* Reading
* Listening Music

# Languages

* Malayalam-Native
* Hindi
* English
* Urdu

# Software Skills

* Electronic Medical Record(EMR)
* SAP software(medical)
* MSOffice
* MS Excel