



SIVAJITH C K

Medical Documentation Specialist

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📍 Mavoor, Kozhikode, Kerala 🇮🇳 Indian

👤 Profile

Dedicated and detail-oriented Medical Documentation Specialist with a strong foundation in medical language and documentation processes. Possessing a certified program in Medical Scribing, I am committed to ensuring accuracy, completeness, and compliance in medical records. Seeking to contribute my expertise and collaborative skills to a dynamic healthcare environment as a Medical Documentation Specialist

👜 Professional Experience

Medical Transcriptionist MVR Cancer Centre

04/2023 – present
Kozhikode, India

- Demonstrated expertise in operating EHR systems to accurately input and retrieve patient data, ensuring efficient workflow within the medical facility.
- Utilized various software tools proficiently to prepare detailed and precise reports based on surgical specimens from biopsied tissue samples.
- Transcribed diverse types of medical reports, including Histopathology (H), Special Stains (SOH), Bone Marrow Trepine (BMT), Special Oncology Consultation (SOC), Fine Needle Aspiration Cytology (FNAC), Grossing and Cytology (GC), and Cytogenetics (C), adhering to industry standards and protocols.
- Implemented quality assurance measures to ensure consistency and completeness in medical documentation, contributing to improved patient care and treatment outcomes.
- Averaged 40+ medical reports per day with precision and speed, ensuring timely delivery of critical information to healthcare professionals.

Medical Scribe S10 Healthcare Solutions Pvt. Ltd

11/2022 – 04/2023
Guindy, Chennai,
Tamil Nadu, India

- Facilitated seamless communication with physicians through an online platform, ensuring prompt relay of patient information, updates, and instructions.
- Successfully handled more than 50 medical charts per day, maintaining accuracy and attention to detail in documenting patient encounters, medical histories, and treatment plans.
- Worked closely under the guidance of Physician Meagan Fussell at Upson Family Physicians in Georgia, assisting in medical documentation, patient care, and administrative tasks.

- Proficient in US medical language, ensuring effective communication with healthcare professionals and patients.
- Upheld strict confidentiality guidelines and compliance with HIPAA regulations, safeguarding patient privacy and confidentiality in all aspects of medical transcription work.

Education

Medical Scribing Luminis Institute of Medical Scribing	06/2021 – 05/2022 Kozhikode, India
BSc Physics Mahlara Arts and Science College ,University of Calicut	06/2017 – 05/2020 Kozhikode, India

Technical Skills

Medical Transcription	● ● ● ● ●	Typing Speed (55 - 65 wpm)	● ● ● ● ●
Medical Terminology	● ● ● ● ●	Transcription Accuracy Above 97%	● ● ● ● ●
Proofreading Skills	● ● ● ● ●	Audio Transcription	● ● ● ● ●
Writing Skills	● ● ● ● ●		

Languages

- | | |
|-----------|-------------|
| • English | • Malayalam |
| • Tamil | • Hindi |

Soft Skills

Active Listening	=====	Attention to Detail	=====
Time Management	=====	Interpersonal Skills	=====
Stress Management	=====	Communication	=====

References

@Luminis Institute of Skills and Training
8594005111

Dr. Vivek Kumar, *Pathologist.*, MVR Cancer Centre
9400617773

Declaration

I here by declare that above particulars of facts and information stated are true ,correct and complete to the best of my belief and knowledge.

SIVAJITH C K
Kozhikode