



MUHAMMED

FAYIZ K

**Virtual Medical Scribe
(Clinical Documentation
Specialist)**

PROFILE

Leveraging healthcare expertise and passion for technology, I offer exceptional documentation skills, attention to detail, and multi-tasking in fast-paced environments. With a keen understanding of medical terminology and a commitment to accuracy, I aim to enhance patient care through comprehensive, reliable, and efficient clinical support. I continuously strive for professional growth to impact streamlining healthcare operations and optimizing patient outcomes in virtual healthcare.

CONTACT

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HOBBIES

#1 Writer
#2 Traveler
#3 Trader
#4 Runner

EDUCATION

Shenoy Smaraka Government Higher Secondary School, Payyanur
2018 – 2020.

Completed higher secondary education in Humanities, building a strong foundation in critical thinking, research, and writing.

Certificate Program in Medical Scribing [Star Medix Medical Scribing]
2020 - 2021

- Completed a comprehensive medical scribe diploma course, gaining proficiency in medical terminology, anatomy, physiology, and HIPAA compliance. Additionally, I honed my communication, organization, and multitasking skills while observing and documenting patient encounters under healthcare professionals' supervision.
- Developed strong attention to detail and a commitment to using my knowledge and skills to enhance patient care and assist healthcare providers.

WORK EXPERIENCE

Virtual Medical Scribe Trainee (Cohort 3 Batch) at Scribe EMR Systems Private Limited.

December 2021 – April 2022

- Completed intensive online training with live scribes.
- Shadowed primary scribes and documented 1,000+ patient encounters.

Vishwa Transcription Services Pvt Ltd, Kochi, CESZ - Virtual Medical Scribe/BEO Scribe.

April 26, 2022 – October 31st, 2023.

As a Medical Scribe, I was responsible for accurately documenting and maintaining electronic health records (EHR) for patients. This involved efficiently collecting and organizing patient data, medical history, and treatment plans. I also ensured all records were complete, up-to-date, and adhered to necessary privacy and confidentiality protocols.

Familiar EHRs: eClinicalWorks/ CareCloud/All Scripts/ AdvancedMD

S.S Nair Communications Pvt Ltd (Vocis) [Live Medical Scribe]

November 7th, 2023 – November 30th, 2023 Provided live medical scribing services for a pain management provider.

Technical Skills:

- **Excellent Typing Skills:** Ability to type accurately and efficiently at a minimum of 60-70 words per minute (wpm) with minimal errors. This ensures timely documentation and keeps pace with fast-paced clinical environments.
- **Proficiency in Electronic Health Records (EHR):** Familiarity with navigating and utilizing electronic health record systems to accurately document patient encounters.
- **Medical Terminology:** Understanding of common medical terms, abbreviations, and procedures to facilitate precise documentation.

Soft Skills:

- **Active Listening:** Ability to attentively listen to physician-patient interactions and capture key details, diagnoses, treatments, and medications.
- **Attention to Detail:** Meticulous focus on accuracy and completeness of documented information, minimizing errors and ensuring clarity.

- Strong Communication: Clear and concise written communication skills for precise medical record entries.
- Multitasking: Ability to manage multiple tasks simultaneously, such as listening, documenting, and anticipating doctor's needs.
- Time Management: Efficient use of time to keep up with the flow of patient encounters and ensure timely documentation completion.
- Professionalism: Maintaining a professional demeanor and adhering to HIPAA regulations regarding patient confidentiality.