



JOBINS K G

Medical Documentation
Specialist

CONTACT



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EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

Mary matha arts and science college Alakode

2016 - 2019

Passed in 68% of mark

HIGH SCHOOL AND HIGHER SECONDARY EDUCATION

Marygiri HSS Therthally

10th : 2012- 2014

Passed in 75% of mark

12th :2014 - 2016

passed in 70% of mark

CERTIFICATE PROGRAM IN MEDICAL SCRIBING LIST - 2022

Language

- English
- Malayalam
- Tamil

PROFILE

I have completed the certificate program in medical scribing in LIST calicut. I have work experience in quality documentation and health information. I assist with US physicians in different departments of different clinics for the purpose of preparing effective medical reports of patients.

EXPERIENCE

- >Quality Documentation Specialist
- >Virtual medical scribe

- Worked as a Quality Documentation Specialist and health information analyst.
- I have work experience preparing medical reports for the physician. Moreover, I worked with US physician-patient visit recorded files for medical documentation.
- Familiarity with Electronic Health Record Systems such as Epic and Cerner.
- I have experience with the Microsoft office 365.

PROFESSIONAL SKILLS

- Proficiency in human anatomy and medical terminology.
- Computer proficiency and ability to learn new applications.
- Ability to type between 45 to 50 words per minutes with accuracy and attention to details.
- Excellent knowledge of English grammar.
- Excellent listening skills and ability to understand diverse accents and dialects of Physicians, their staff, and patients.

PROFESSIONAL STRENGTH

- Good interpersonal and deeper handling.
- Good leadership quality.
- Good presentation skills.
- Ability to handle any critical situations.