

<b>REMYA THOMAS</b>
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Kureekunnel (H)  
Neeloor p.o.  
Kottayam (Dt), Kerala  
Mob No: 9539689909

**ABOUT ME:**

Dedicated and detail-oriented Medical Transcriptionist with over 23 years of proven expertise in accurately transcribing and documenting medical dictations. Adept at interpreting complex medical terminology, maintaining strict confidentiality, and ensuring the precision of healthcare records. Possess strong organizational and time-management skills, consistently meeting tight deadlines while maintaining the highest standards of quality. I bring a wealth of experience and a meticulous approach to contribute to the efficiency and accuracy of medical records within a dynamic healthcare environment

**WORK EXPERIENCE:**

**MAR SLEEVA MEDICITY, PALAI, KOTTAYAM**, as Senior Medical Transcriptionist from April 2023 to November 2023

**MAR SLEEVA MEDICITY, PALAI, KOTTAYAM**, as Medical Transcriptionist from September 2019 to March 2023

**TRANSCRIBE BUSINESS SOLUTIONS, COCHIN**, as Medical Transcriptionist from March 2007 to August 2019.

**DEI GRATIA INFO SOLUTIONS, PALA**, as Medical Transcriptionist from June 2001 to February 2007

**DUTIES & RESPONSIBILITIES:**

- Transcribed medical reports, including patient histories, physical examination, consultations, and operative procedures, accurately and efficiently
- Handle transcription tasks across a diverse range of medical specialties, including Cardiology, Ophthalmology, General Surgery, Medical Gastroenterology, Medical Oncology, Surgical Oncology, ENT, Dermatology, laboratory medicine (histopathology, cytopathology, biopsy, culture reports etc), Pulmonology, Urology, Orthopedics, Pediatrics, Radiology, OBGYN, Gastroenterology, Ophthalmology, Oncology and General Medicine.
- Proofread and edited transcriptions for grammar, punctuations, and medical terminology, ensuring error-free and high-quality documents.
- Maintained strict confidentiality and security of patient information in compliance with HIPAA regulations
- Transcribe notes and records of physician's patient visit in addition to incoming and outgoing correspondence
- Review and correct mistakes in reports after checking with physicians
- Provide online copies of transcribed document to physicians or other providers for review and signature, making corrections or changes as notes
- Managed and assigned transcription work to a team of medical transcriptionist, ensuring workload distribution and meeting deadlines

- Collaborated with healthcare providers, physicians, and other medical professionals to clarify dictations, resolve queries, and ensure accurate transcriptions
- Communicated and coordinated with other departments such as medical records, coding and billing, to ensure smooth workflows and accurate documentation
- Collaborated with IT teams to troubleshoot technical issues related to transcription software, computer systems and network connectivity.
- Stayed updated with industry advancements, medical terminology, coding guidelines and transcription practices through continuous learning and professional development.
- Handled escalated issues and concerns from health care providers and resolved them in a timely and professional manner
- Work with transcription equipment that can include speech recognition equipment, word processing and computer software, medical references and other technologies.
- Maintain strict adherence to patient confidentiality according to provider standards and government regulations.
- Review transcription documents for quality assurance and precision to spot and correct any errors that could impact patient care and medical liability

### **EDUCATIONAL & TRAININGS:**

<b>Qualification</b>	<b>University/Board</b>	<b>Year of passing</b>
SSLC-Matriculation	Government of Kerala	1998
Plus Two	Government of Kerala	2000
Diploma in Medical Transcription	Dei Gratia Info Solutions, Pala	2001

### **TYPE OF EXPOSURE:**

- Laboratory medicine reports
- Operative reports
- Radiology reports
- Clinic notes, follow-up notes, consultation notes, progress notes
- Procedures
- ECHO reports, Holter monitor reports
- Thanking letters, referral letters

### **TECHNICAL SKILLS:**

Operating system: Windows

MS Excel, MS word

Typing speed of 75 wpm

Electronic health records, electronic medical records

### **ADDITIONAL INFORMATION:**

- In-depth knowledge of medical terminology
- Medical transcription guidelines
- Typing speed of 75 wpm
- Word processing
- Attention to detail
- Audio transcription
- Electronic health records, electronic medical records
- Ability to work in a team environment

**LANGUAGES KNOWN:**

English and Malayalam

**PERSONAL PROFILE:**

Sex : Female  
Date of Birth :30/05/1983  
Nationality : Indian  
Marital Status : Married

**REFERENCE:**

Dr. Reshmi Nair  
Assistant General Manager  
Operations Department  
Mar Sleeva Medicity Palai, Kottayam, Kerala  
Ph + 918054606500  
[agmoperations@marsleevamedicity.com](mailto:agmoperations@marsleevamedicity.com)

Mr. Anoop Chacko  
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**DECLARATION:**

I do hereby declare that the particulars given above are true and correct

Neeloor  
02/05/2024