

ATHIRA BABU

Medical Transcriptionist

Kottayam, Kerala- 686608

7561851048

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Objective

To bring my experience in medical transcription to help improve patient care quality by providing accurate documentation for the healthcare providers.

Professional Summary

- Enthusiastic Medical Transcriptionist offering 1 year of experience in editing and transcribing physician reports. Polished, a hard worker and willing to go the extra mile to complete any task.
- Skilled in producing discharge summaries, medical history and physical examination reports, operative reports, consultation reports, and progress notes.
- Expertise in using medical terminology to accurately convey diagnosis or treatment, translating medical abbreviations and jargon, referring to standard medical reference materials for clarity.
- Complying with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping the patient information confidential.
- Exceptional skills in interpreting, recognizing, and evaluating discrepancies and inconsistencies in medical texts.

Skills

- | | |
|---|--|
| † Extensive knowledge on anatomy & physiology | † Team player with a positive attitude |
| † Maintains strict confidentiality | † Deadline-driven |
| † Quality assessment of coded data | † Transcription |
| † Typing speed (55-words per minute) | † Multitasking |

† Perfectionism	† Time management skills.	†
† Commitment to Learning	Strong listening skills.	
† Leadership skills	† Fast and accurate typing skills.	
† Electronic medical records	† Entertaining skills	
† Reporting skills	† Ability to understand medical terms	
† Strong work ethic	† Discipline	
† Document quality	† Teamwork	

-----Experience-----

DYNAMED HEALTHCARE SOLUTIONS
Ernakulam, Kerala

Medical Transcriptionist

06/2022 -10/2023

- Demonstrated strong knowledge of medical terminology and anatomy.
- Demonstrated extremely fast and accurate typing abilities.
- Transcribing dictation by the physicians and other healthcare professionals into electronic medical reports (EMR).
- Conversion of dictated audios into electronic medical reports (EMR) format by placing the chief complaints, severity, associated symptoms, history, physical examination, and the dictated file into each sections using SAP software.
- Evaluating the patient's diagnoses and condition, filling the risk table accordingly for further coding purposes.
- LEXACOM is a digital dictation system is the perfect solution for organisations looking to replace traditional tape-based dictations or evolve the working practices to more efficient ones.
- LEXACOM improve efficiency, accurate healthcare dictation software.
- Processing the files within 24 hours for further procedures and for the follow-up purposes.
- Evaluating the patient lists and report the missed patient which the provider failed to dictate.
- Lab values and medication are double checked with reports provided by the physician with the dictated audio file.
- Made corrections when needed to grammar, spelling and syntax.
- Transferred transcribed materials into electronic health records system.

-----Education-----

BACHELOR OF SCIENCE. CHEMISTRY
DEVAMATHA College, Kuravilangad

2017-2020

HIGHER SECONDARY

2015-2017

SSLC

VHSS Brahmamangalam, Kottayam

2014-2015

-----**Hobbies**-----

- ✦ Drawing
- ✦ Singing
- ✦ Time spent with my friends and family

-----**Languages**-----

- ✦ Malayalam - Native
- ✦ English
- ✦ Tamil

-----**Software Skills**-----

Electronic Medical Record (EMR)

- ✦ LEXACOM
- ✦ SAP software (medical)
- ✦ MS Office
- ✦ MS Excel
- ✦ MS PPT

-----**Personal Info**-----

Date Of Birth : 27/05/2000
Gender : Female
Father's name : Babu KK
Mother's name : Baby Babu
Nationality : Indian
Blood Group : B +Ve