



# SANDRA AK

## PROFESSIONAL SUMMARY

As a diligent and passionate individual pursuing a Diploma in Medical Scribing, I bring a blend of enthusiasm for healthcare and a commitment to precision in documentation to the table. I am poised to embark on a fulfilling career in this field. My strong communication skills, coupled with a keen ability to accurately document patient encounters and medical information, make me an ideal candidate for medical scribing roles. In addition to my proficiency in medical documentation, I possess a typing speed of 50 words per minute. Leveraging my proficiency in medical terminology and rapid typing speed, I ensure swift and accurate data entry, facilitating efficient workflow and timely patient care. Driven by a desire to contribute to the efficiency and effectiveness of healthcare delivery, I am eager to apply my skills and enthusiasm to make a positive impact in the medical scribing profession.

## CONTACT

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## EDUCATION

- Diploma in Medical Scribing
- Graduation in BA Hindi  
2020-2023  
(PRNSS College Mattannur)
- PLUS TWO  
(Kerala Board of Higher  
Secondary Examination)
- SSLC  
(Kerala Board of Higher  
Secondary Examination)

## COMPUTER SKILLS

- MS Word
- Excel
- Medical Coding (ICD10CM)
- Typing Skill
- Medical Documentation
- Medical Transcription
- Medical Terminology

## PERSONAL DETAILS

- Date of Birth : 26-09-2002
- Nationality : Indian
- Languages : English, Malayalam,  
Hindi

## SKILLS

- **Medical Terminology:** Proficient in understanding and utilizing medical terminology.
- **Documentation Accuracy:** Accurately transcribe and document patient encounters.
- **Typing speed and Accuracy:** Fast and precise data entry during live patient interactions.
- **Active Listening:** Attentively capture relevant information from healthcare providers.
- **Communication Skill:** Clear communication with healthcare providers and staff.
- **Attention to details:** Through documentation while adhering to protocols.
- **Time Management:** Efficiently prioritize tasks in a fast-paced environment.
- **Medical Knowledge:** Basic understanding of anatomy, physiology, and medical conditions.
- **Confidentiality (HIPAA Compliance):** Strict adherence to patient privacy laws.