

ROBERT SMITH

Medical Transcriptionist II

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SUMMARY

16+ years of experience as a Medical Transcriptionist. Looking to secure a transcription / medical records position with stability and benefits.

SKILLS

Medical Terminology, Document Processing, Transcribing SOAP, H&P, Orthopedic Reports, OB/GYN Reports, Ophthalmology Reports, Podiatry Reports, Oncology Reports, Family Practice, Coroner Reports, Surgical Reports, And Workers Compensation Reports, Computerized Medical Billing/Coding.

WORK EXPERIENCE

Medical Transcriptionist II

ABC Corporation - July 2006 – Present

- Distributing dictation to patient charts in nurses station for physicians and nurses, discharges and operative notes for coders or make sure it is available for viewing in CPSI.
- Making sure dictation is typed in a timely manner, usually within 12 hours or less.
- Available (on-call) when the physician needs urgent transcription for transfer of patients.
- Available when urgent transcription is needed for insurance purposes for case management and emergency surgery.
- Making sure history and physicals are dictated and typed and sent to surgery before the day of surgery, review transcription for errors and blanks.
- Ensuring that copies of reports including cardiology reports, outpatient reports, and inpatient report are available to the attending physician and/or physicians office staff.
- Available for filling in for absent employees in other areas of the department.

Medical Records Coordinator

ABC Corporation - March 2003 – June 2006

- Physicians progress notes data entry medicare part a and part b tracking.
- Organized Medical Records clerk with the ability to adapt to changing environments and demands.
- Strong attention to detail, professional telephone etiquette and organization skills.
- Prepared patient charts, admissions, and consent forms accurately and neatly for the health care facility while maintaining patient and physician confidentiality.
- Reviewed records for completeness, accuracy, and compliance with regulations.
- Retrieved patient medical records for physicians, technicians, and staff.
- Released information to persons or agencies according to regulations.

SCHOLASTICS

- Typing / Clerical / Business - (Huey P. Long Technical College - Winnfield, LA)Diploma-
(Flintville Jr. High School - Flintville, TN)