

ROBERT SMITH

Medical Transcriptionist / Manager

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

22 years of experience as a Medical Transcriptionist. Striving for career advancement and to work in a more diverse, professional setting. My goal is to continue to grow and improve and to use the skills from my past working experiences.

EXPERIENCE

Medical Transcriptionist / Manager

ABC Corporation - JANUARY 2014 - JANUARY 2016

- Take dictation using shorthand, a stenotype machine, or headsets and transcribing machines.
- Return dictated reports in printed or electronic form for physicians review, signature, and corrections and for inclusion in patients medical records.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, or discharge summaries.
- Distinguish between homonyms and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
- Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.
- Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material.

Medical Transcription

ABC Corporation - JUNE 1994 - DECEMBER 2013

- Transcription of diagnostic imaging reports and, over time, also transcribed emergency department reports and in the last 10 years, mostly emergency department reports on a casual basis.
- Accomplishments I did my job and did it to the best of my ability finishing up the last 5-6 years while working from home.
- Typed reports for ER, hospice, psychology, cardiology, orthopedics, admissions, discharge summaries, radiology.
- Provided daily support and contact to medical offices to ensure client satisfaction and accurate medical records in accordance with HIPAA policy.
- Demonstrated commitment to customer satisfaction and teamwork in all interactions with patients, family members, visitors, and staff.
- Maintains medical records, protecting the confidentiality of record content.

- Transcribes accurately, utilizing correct punctuation, grammar, and spelling, and edits for inconsistencies.

EDUCATION

- HS- (Roosevelt High School - San Antonio, TX)General - (Paradise Valley High School)

SKILLS

Computer Proficient, Microsoft Office; Word, Excel, PowerPoint, Athena EMR Experience, Medical Transcription, Pharmacology, Customer Service Representative, Medical Records, Data Entry, and Typing.