

Robert Smith

Medical Transcriptionist

PERSONAL STATEMENT

I am a motivated and dedicated worker with 13 years of experience in Medical Transcription. I recently graduated with my Master Degree in Mental Health Counseling and I am currently seeking a position that will allow me to use these skills that I have learned.

WORK EXPERIENCE

Medical Transcriptionist

ABC Corporation - August 2008 - June 2016

Responsibilities:

- Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, or discharge summaries.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- 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.
- Return dictated reports in printed or electronic form for physicians review, signature, and corrections and for inclusion in patients medical records.
- Identify mistakes in reports and check with doctors to obtain the correct information.
- Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.

Medical Transcriptionist

ABC Corporation - March 2003 - July 2008

Responsibilities:

- Responsible for typing social histories, home studies, history, and physical notes, progress notes, discharge summaries, and incident reports.
- Conducted research via telephone, internet, and other reference materials to identify or confirm proper accounts for custodian or records.
- Trained other record retrieval specialists on the various steps in the record retrieval process or project specific processes.
- Performed tasks of interpreting and transcribing dictation by physicians and other healthcare professionals on therapeutic, clinical course, and diagnosis.
- Documented patient care and facilitate the delivery of quality healthcare services.
- Handled the tasks of maintaining references for medical terminology and procedures.

CONTACT DETAILS

1737 Marshville Road,
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www.qwikresume.com

SKILLS

Medical Terminology,
Medical Transcription,
Pharmacology, Customer
Service Representative,
Medical Records, Data
Entry, and Typing.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

- Edit, revise, and clarify inaccuracies without altering the actual meaning of the medical dictation.

Education

Master Of Mental Health Counseling in Mental Health Counseling -
(Capella University - Minneapolis, MN) Diploma- (Wayne County
Community College - Detroit, MI)