

Objective

21 years of experience as a Medical Transcriptionist looking for a progressive job where I can use my organizational, clerical, and people skills. Looking to continue my transcription employment, preferably in a verbatim transcription area.

Skills

Microsoft Word, Typing 70-80 Wpm, Communication, Verbatim Transcription, Moderate Languages German Intermediate, Spanish Beginner, and EMS- Basic, CPR/AED Certified.

Work Experience

Medical Transcriptionist

ABC Corporation - October 2013 – May 2015

- Accurately transcribe medical documents from the digital recording of dictation including histories and physical examination, surgical and operative procedures, progress notes, consultations, hospital summaries, and other miscellaneous typing in a correct and presentable manner.
- Accomplished transcription using word processing software and entering information directly into the computer system within specified timeframes and keeps a daily production/workload report.
- Diligently researches correlates and performs analysis of data received to ensure the integrity of transcribed information delivers transcribed documents via e-mail and/or through various software programs to the proper medical providers.
- Precisely edits documents that are dictated using voice-activated computer software, to review the dictation and reports at the same time and make corrections as needed, including indicating proper headers for the document.
- Uses various dictation equipment and assist providers with their requests for dictation.
- Practical knowledge of human anatomy, physiology, medical terminology, and legal requirements of the medical record.
- Provided daily support and contact to medical offices to ensure client satisfaction and accurate medical records in accordance with HIPAA policy.

Assistant Cottage Coordinator

ABC Corporation - May 1995 – September 2013

- Responsibilities included providing for the care, welfare, safety and security for the residents in our care, the team members and myself.
- Other duties included supervised 5 staff members acting supervisor for up to 14 subordinate and same level staff members when the lead coordinator was not available.
- Lead and/or assisted with the screening of applicants for employment; highly focused on the importance of hiring the correct employee for the role within the organization.
- Attended staff meetings providing valuable input regarding individual treatment planning for each resident, passing on vital behavioral issues/trends of residents, and being an advocate for each and every resident at our facility.
- Recorded meeting minutes and ensured all notes were provided to the entire team for implementation.

- In the absence of the lead coordinator, lead team meetings which included following the agenda, advocating for residents to all providers, and maintaining order within the constraints of the meeting.
- Provided valuable input to the on-site psychiatrist, psychologist, and therapists. This involved sharing behavioral issues and trends, emotional issues, and concerns that the resident had at any time.

Education

Vocational in Medical Transcription - August 1990(University Of North Dakota - Fort Collins, CO)Diploma- (Ball State University - Muncie, IN)