

ROBERT SMITH

Medical Transcriptionist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

14 years of experience as a Medical Transcriptionist. Looking to obtain a challenging position with opportunities to learn and advance. Over 10 years of experience in the Insurance industry handling automobile bodily injury and property claims.

CORE COMPETENCIES

Proficient In Keyboarding, and All Aspects Of Medical Office, Applications Such As Scheduling, Pulling Charts, Faxing, Scanning, Emailing, Etc., Medical Terminology, Medical Language Specialist, and Medical Transcription.

PROFESSIONAL EXPERIENCE

Medical Transcriptionist

ABC Corporation - April 2000 – February 2008

Key Deliverables:

- Worked for a family practice medical care facility consisting of seven different physicians/providers.
- Accurately performed provider dictation results within a 24 to 48-hour time period.
- Efficiently typed x-ray reports within the expected 24-hour turn around a timeframe.
- Possess a broad knowledge of using various computer systems such as macros and the short key program.
- Oversee the daily activities of the department to optimize productivity and quality of work.
- Maintain logs of medical procedures, incoming dictation, and transcription records.
- Distribute and collect dictation and transcribed reports; follow up on physicians missing and late dictation.

Employee Manager

ABC Corporation - January 1994 – March 2000

Key Deliverables:

- Responsible for the management of five employees during three different shifts.
- Accurately balanced the cash drawer and deposited money into the local bank daily.
- Efficiently ordered the necessary equipment and goods pertinent to the business.
- Managed online job requisitions, screened and interviewed applicants, conducted phone interviews with qualified candidates, set-up new hire paperwork and orientation.
- Supervised staff of four to ensure daily and weekly retention goals are met.

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- Handled all client concerns with involved caregivers to ensure investigations are handled in a fair manner including drug testing, written statements, and reporting incidents to State.
- Administered an ongoing training program for all employees to participate in on a regular basis.

EDUCATION

Associates in Health information Processing Systems - 1998(Northern Michigan University)General - (Paradise Valley High School)

