

ROBERT SMITH

Receptionist/ Medical Transcriptionist

info@qwikresume.com | <https://Qwikresume.com>

12 years of experience as a Medical Transcriptionist. Customer-oriented, friendly, and career-minded individual seeking employment within the medical industry.

APRIL 2012 - NOVEMBER 2015

RECEPTIONIST/ MEDICAL TRANSCRIPTIONIST - ABC CORPORATION

- 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.
- Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.
- Distinguish between homonyms and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
- Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, radiology, 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.
- Perform a variety of clerical and office tasks, such as handling incoming calls, typing, filing, and operating office machines.

AUGUST 2003 - MARCH 2012

MEDICAL TRANSCRIPTIONIST - ABC CORPORATION

- 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.
- Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.
- Distinguish between homonyms and recognize inconsistencies and mistakes in medical terms.
- Referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
- 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.

EDUCATION

General Education Diploma - (Fort Chiswell High School - Max Meadows, VA)
Diploma in Surgical Technology - (North Central Technical College - Wausau, WI)
Certificate in Word Processing - (Sullivan Junior College Of Business - Lexington, KY)

SKILLS

Medical Software, Dictaphone, Lanier, ExText, Enterprise Express Editor, Enterprise 5, BeyondTXT Systems, DocQScribe, Dictation Machines - Desktop Transcribers, Dictaphones, Lanier, and Transcribing Equipment.