

# ROBERT SMITH

## Medical Transcriptionist II

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

### SUMMARY

Medical Transcriptionist with 9 years of experience, seeking employment in medical transcription. Also eager to explore quality control and quality assurance position opportunities. Expertise with numerous work types including, but not limited to, operative reports (various specialties), consultations (various specialties), radiation therapy, discharge summaries, progress notes and admission notes.

### CORE COMPETENCIES

E-Scripting, Microsoft Word, Excellent Attention To Detail, Strong Critical Thinking, Extensive Grammatical, Self-motivated, Organized, Excellent Typing, and Strong Medical/Science Background.

### PROFESSIONAL EXPERIENCE

#### Medical Transcriptionist II

ABC Corporation - October 2007 – October 2016

##### Key Deliverables:

- Produced reliable medical reports via both speech recognition editing and straight transcription.
- Worked in a wide range of different job types including, but not limited to, those listed above.
- Maintained an average line count of 232.5 converted lines per hour, which translates to approximately 435 lines per hour without the conversion used at nuance for pay scale.
- Maintained an excellent relationship with my immediate supervisor and workflow coordinators.
- Received the designation of "credentialed" transcriptionist for outstanding quality, which allowed me to bypass the typical quality control step for reports exceeding the allowed blanks.
- Reviewed, audited reports daily to stay aware of any errors, which I then would take immediate steps to correct.
- Also researched errors to ensure that the auditing process was correct and challenged errors as appropriate.

#### Unit Secretary

ABC Corporation - April 2007 – September 2007

##### Key Deliverables:

- Scheduled appointments for testing in both the cardiology and sleep medicine units.
- Organized patient medical records including dictated reports, EKGs, echocardiogram reports, polysomnograms, EEGS and more.
- Managed communication flow at nurses station including screening of non-published patients, physician calls, departmental calls, etc.

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- Retrieved, filled, and submitted all necessary paperwork and requests for doctors.
- Provided unit secretarial coverage for multiple units during staffing shortages.
- Oriented new unit secretaries.
- Implemented an electronic medical record as part of the Medical/Surgical Unit clinical team.

### EDUCATION

- Bachelor Of Science in Biology - (Pacific Union College - Angwin, CA) Bachelor's in Elementary Education - 1985 (Penn View Bible Institute - Penns Creek, PA) Certificate in Word Processing - (Sullivan Junior College Of Business - Lexington, KY)