

Medical Transcriptionist

ROBERT SMITH

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Objective

12 years of experience as a Medical Transcriptionist. Looking to obtain a position which will require me to utilize my computer knowledge, strong personal skills, organizational abilities, and business experience as well as a position in which my customer service, personal, clerical and general office skills will contribute to greater efficiency and productivity.

Skills

Microsoft Office Suite 2013, Transcription Medical, and Legal, Legal Research, Medical Billing, and Coding, Basic Spanish.

Work Experience

Medical Transcriptionist

ABC Corporation - August 2015 - July 2018

- Specialized in record retrieval & management, nurse analysis, audit, regulatory compliance services helping clients in the legal, pharmaceutical, government, insurance and healthcare industries accomplish and overcome their business challenges.
- Transcribed legal nurse reviewers digital dictation of medical records into comprehensive typed documents.
- Transcribed legal nurses reviews notes into well organized and accurate type written documents in pre-approved format per project requirements.
- Detected any discrepancies in dictation and highlights for nurse review on the work product.
- Transcribed complex medical terms and ensured that the meaning of the reports were accurate.
- Upload completed, digital segments into the database for review and merging, ensured deadlines were met.
- Responsible for billing all time worked into MRC time and billing software according to project specification analyzed medical records.

Tax Consultant

ABC Corporation - December 2006 - July 2015

- Responsible for all computers generated tax forms (ex 1040, 1040a, 1040ez, and etc.).
- Liaised with any finance/accounting department to gather sufficient information, being able to analysis tax risks for multinational companies.
- Contributed efficiently in tax retainer team to assist global clients in oil and gas, manufacture field on monthly and/or quarterly basis.
- Maintained portfolios of tax due diligent with updated progressions.
- Assisted tax manager to prepare worldwide income tax for expatriates included foreign tax credit and dual taxation.
- Prepared and electronically filed the s and other related schedules.
- Worked with clients in providing the necessary documents for the tax agencies when required.

Education

Certified Nursing Assistant - (Northwestern Technical Institute)Diploma- 1972(University Of New Mexico - Albuquerque, NM)