

Robert Smith

Medical Transcriptionist

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SUMMARY

6 years of experience as a Medical Transcriptionist. Committed, dedicated professional seeking a position as a customer service advocate with Blue Cross and Blue Shield.

SKILLS

Data Entry and Typing, Medical Terminology, Office Management, Typing, Customer Service, Insurance, Customer Obsession, and Medical Transcription.

WORK EXPERIENCE

Medical Transcriptionist

ABC Corporation - July 2006 – March 2011

- Communicate with physicians, employees, and patients of all ages in locating information and/or services needed.
- Responsible for daily dictation for all office physicians using Express Scribe software.
- Efficiently organize and process interoffice communications and requests for patient medical records, while compliant with HIPAA rules and regulations.
- Process insurance company receipts and mailing statements sent to patients.
- Room patients, take the history of medical information, perform blood pressure checks and prepare rooms for surgeries.
- Transcribe medical dictation for two physicians from a home-based office.
- Part-time front desk and receptionist during personnel shortage.

Medical Transcriptionist Assistant

ABC Corporation - August 2005 – June 2006

- Practice allows patients to be seen by a specialist and receive diagnostic MRI, x-ray or bone density testing, physical therapy or even be scheduled for surgery, sometimes all in one day.
- SOA practice is located at the southern Illinois orthopedic center, which also holds an outpatient surgery center.
- Sioc surgery center does ambulatory procedures, which are the same day, outpatient surgeries where the patient recovers from anesthesia and then goes home the same day.
- Position held medical transcriptionist assistant transcribing orthopedic clinic notes and surgeries, proofreading clinic notes transcribed by an outsourced company, sending voice files for transcription, receiving transcription files through e-mail, digital file downloading and digital file uploading, proofreading and editing transcription files, answering phone, faxing documents, communicating with physicians, employees, and patients of all ages.
- General office duties, telephones, superbills, charts.
- Schedule surgery verified insurance.
- Type/proofread all letters, reports, etc. for errors, maintain attention to detail.

EDUCATION

Medical - (Southeastern Illinois College Harrisburg - Harrisburg, IL) Court - (Southern Illinois University - Carbondale, IL) Bachelor's in Business - 1983 (Southeastern La. University - Hammond, LA)