

Robert Smith

Medical Transcriptionist/Editor

PERSONAL STATEMENT

12+ years of experience as a Medical Transcriptionist. Seeking to obtain a position which provides an atmosphere conducive to the professional growth within the administrative medical field where initiative and professional dedication will be welcomed.

WORK EXPERIENCE

Medical Transcriptionist/Editor

ABC Corporation - December 2010 - Present

Responsibilities:

- Transcribing hospital reports, medical discharge summaries, er notes, h&ps for the various departments of the hospital.
- Responsible for putting resident needs first ensuring that resident and family members receive the highest quality of service provided in a caring and compassionate atmosphere.
- Assisting residents in a manner conducive to their safety and comfort under the direction of a licensed nurse.
- Performing all duties in accordance with the state board of nursing regulations when assisting patients with ADLs.
- Assisting in the scheduling and transporting of residents requiring OT, PT.
- Recording weights, vitals; apply skin care treatments, simple dressings under the direction of a licensed nurse.
- Safely using mechanical apparatus needed to support and transfer residents.

Certified Nursing Assistant

ABC Corporation - August 2007 - November 2010

Responsibilities:

- Responsible for maintaining the accuracy of medical charts, which included; filing medical information into medical charts, flagging information within charts for doctors, nurses, and his director to review and or update.
- Retrieved and filed charts.
- Dispersed medical information to doctors, facilities, and community judicial and health departments in accordance with HIPAA regulations.
- CNA provided care to minimum of 10 residents within the geriatric unit of war memorial hospital.
- Responsible for assisting residents with activities of daily living (ADLs).
- Report changes in resident status to a licensed nurse, record status of residents ADL level in ADL ledger.
- Assisted newly hired CNAs to the responsibilities, methods, and techniques of duties required of CNA.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Powerscribe, Kronos,
ISITE, PACS, Word
Processing, Dictaphone,
Customer Obsession,
and Medical
Transcription,
Completing Medical
Assessments, Computer
Knowledge In Windows,
Excel, NextGen and
Olympus Transcription.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Diploma- September 1977(Clark State Junior College)Business -
(Glencoe High School - Hillsboro, OR)