**DOREEN G. ZYWOCINSKI**

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**Professional Summary**

I have been employed in the medical field since graduating from Briarwood College in 1979. I work very well with people as well as working well independently. The majority of my career has been in transcription. However, I did my interning at Middlesex Orthopedic Surgeons during college and learned many vital aspects of a medical office.

**Core Qualifications**

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| --- | --- |
| * Medical Assisting |  |
| * Strong clinical judgment | * Problem resolution |
| * Computerized charting | * Medical terminology |
| * Prioritizing/managing deadlines | * Phone communication |
| * Medical coding (CPC) | * Organizational skills |
| * Medical transcribing | * Chart preparation/filing |

**Experience**

**Medical Transcriptionist/Editor**

July 2001-Present

JEFFERSON RADIOLOGY**-** East Hartford, CT

Transcribing/editing and authoring radiology reports. I occasionally answer phones and communicate with patient and/or medical facilities. Familiar with HIPAA compliance. Coding of some reports.

**Medical Transcriptionist**

July 1995-July 2001

MIDDLESEX HOSPITAL**-** Middletown, CT

Extensive medical transcribing of all hospital reports including discharge summaries, history and physical examinations and consultations.

**Medical Transcriptionist**

March 1989 to July 1995

CRESCENT STREET OB/GYN- Middletown, CT

Documented patient information obtained from interviews. I assisted doctors with office procedures when a female chaperone was needed for the patient. Recorded patients’ medical history and test results in medical records. Organized, updated, and maintained over 200 patient charts.

**Education**

**Briarwood College, 1979**

Southington, CT, US

Executive Medical Assisting

A.S.

**Mercy High School, 1976**

Middletown, CT, US

General/College

High School Diploma

**Professional Affiliations**

American Association of Professional Coders