Deborah Gatling

Waterbury, 06704, Connecticut, US

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OBJECTIVE

Would like to work in fast-paced, friendly, innovative atmosphere, affording customer contact and personal growth.

WORK EXPERIENCE

Medical Transcriptionist/Editor

March 2008 - September 2011

Spheris Corporation/Medquist | Franklin, TN

Healthcare Services

Online transcription and/or editing documents for Scripps Health Services.

Same as above.

Same as above.,

Medical Transcriptionist

July 1992 - May 2007

St. Mary's Hospital | Waterbury, CT

Healthcare Services

Transcribed diversity of medical reports in a teaching hospital. Responsible for the training of new employees, operation of office eqiupment; i.e., printers, copiers, etc. Performed clerical duties on weekends, answering and transferring calls.

Main duties were to transcribe diversity of patient reports by various doctors in a te timely manner. Responsible for baseline of 1250 lines per day, maintaining statistics and operation of office equipment. Also responsible for notifying doctors of discrepancies in reports, such as medication errors, patient demographics, etc.; and, on occasion, assisting physicians in operation of dictation equipment. Assisted department supervisor in training of new hires. Some filing. Had to have knowledge of all transcription equipment and ability to learn new programs as they were implemented.

Medical Transcription, clerical, Bookkeeping in the remote past, Data Entry, Word, Excel (some),

Account Reconciler

January 1986 - April 1990

Administrative Consultants | Waterbury, CT

Business Services - Other

Outsource service for CIGNA Insurance Company.

Reconciliation of premiums payable and received via Hyatt Hotel locations. Duties included bookkeeping, developing rapport with account managers at hotel locations, addition/deletion of new accounts and/or enrollees. Data entry. Direct responsibility to department manager.   
  
Company relocated and I was not able to do so.

Bookkeeping, operation of office equipment, customer support.,

EDUCATION

Some College Coursework Completed, General Studies,

January 1971 - I have not graduated

Mattatuck Community College | Waterbury, CT

No longer certain of dates. General course of studies including Sociology, Algebra, English Composition.

Certification, Medical Transcription,

January 1992 - June 1992

METC | Waterbury, CT

Start date is approximate. Trained in medical transcription, anatomy, medical terminology, grammar. Graduated June 1992.

High School or equivalent, General,

0 - June 1971

Board of Education | Waterbury, CT

Obtained GED from Waterbury BOE after completing equivalency course sponsored by NOW, Inc., of Waterbury, CT.

SKILLS

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| --- | --- |
| Type. Write correspondence. Customer service. Transcription. Quick learner. | Beginner |

REFERENCES

Karen Starr

Executive Assistant to the CEO, St. Mary's Hospital

203-709-6000

Professional

Charles Lee

Retired Warden, State of Connecticut Correctional Services

860-878-5104

Personal

Bishop Roland Johnson

Pastor, Refuge Church of Christ

203-755-3672

Personal