



ANKIT

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 Languages Known : English, Hindi,

## CAREER OBJECTIVE

A well disciplined, qualified Healthcare professional who believes in perseverance and hard work, and has phenomenal interpersonal skills, writing skills, problem solving skills, strong medical knowledge in terms of medication, medical terminology. I am passionate about Healthcare field. I wish to contribute towards organizational goals through my skills/knowledge, hard work and creativity

## CORE COMPETENCIES

Communication

Quick Learner, Good Listener

Adaptability

Team Work, Flexibility

## IT SKILLS

- MS-Excel
- MS-Word
- MS-Powerpoint
- Internet Browsing, Emailing



## WORK EXPERIENCE

NUANCE INDIA PVT LTD - BANGALORE  
Currently as Quality Documentation Specialist (Medical Scribe) AUG 2022 - PRESENT

SAROJ SUPER SPECIALITY HOSPITAL - NEW DELHI  
Senior Medical Transcriptionist DEC 2016 - AUG 2022

FOCUS DIAGNOSTIC CENTER  
Medical Transcriptionist (Radiology Transcription) JUN 2016 - DEC 2016

OKS GROUP INTERNATIONAL PVT LTD.  
Medical Transcriptionist (Voice Transcription) FEB 2016 - MAY 2016

ROOP CHAND HOSPITAL  
Nursing Staff MAR 2013 - FEB 2016



## ROLES & RESPONSIBILITIES

- Assist doctor in documenting the patient electronic health record (EHR).
- Complies with compliance standards of the organization as laid by HIPPA.
- Provide documentation coverage for a set of healthcare provider, which involves listening to audio recording of patient clinic visit and leveraging technology clinical reports (HPI, ROS, PE A&P).
- Listening to the recorded dictation of physicians and other healthcare professionals.
- Editing and correcting medical dictation performed by speech recognition software.
- Converting transcribed diagnostic test results, procedures, and consultation notes into applicable report formats.
- Ensuring uncompromised patient care by transcribing fast and accurately, as well as performing thorough editing.
- Identifying and following up on inconsistencies, errors, and missing information within a transcribed report.
- Performing additional tasks such as following up and revising patient history, as well as entering medical reports into electronic health records systems.
- Protecting patient confidentiality and adhering to legal requirements.
- Prepare patient discharge summaries & radiology reports



## CERTIFICATIONS/DIPLOMA

PGDT (POST GRADUATE DIPLOMA IN TRANSLATION) PURSUING  
IGNOU

CMS ED (COMMUNITY MEDICAL SERVICE & ESSENTIAL DRUGS) 2021  
Indian Rural Medical Association - 68 %

MEDICAL TRANSCRIPTION : DU 2016

COPA (COMPUTER OPERATOR & PROGRAMMING ASSISTANT) 2015  
ITI, BTC PUSA - 74 %

BASIC COMPUTER COURSE 2014



## EDUCATION

M.A ENGLISH : IGNOU - 56 % 2021

B. A ENG HONORS : DU 2018

XII : CBSE - 80 % 2014

X : CBSE - 8.2 CGPA 2012

### DECLARATION :

I hereby declare that all the information provided by me is true to the best of my knowledge and belief.