

Transcriptionist/Receptionist

ROBERT SMITH

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Objective

Seasoned Transcriptionist/Receptionist with more than 20 years of experience in behavioral health transcription. Excellent communication, interpersonal, intuitive, technical, organizational, and problem-solving skills. Track record of achieving exceptional results in the transcription department and utilization department. Energetic and self-motivated team player with the ability to manage multiple and concurrent responsibilities.

Skills

Transcription, Self-motivation Problem-solving Computer skills Accuracy

Work Experience

Transcriptionist/Receptionist

Birch Tree Communities, Inc. - 2004 - 2019

- Identify mistakes in dictation and check with therapists/psychiatrists to obtain the correct information.
- Entering transcribed documentation/services correctly and efficiently according to current standards, editing for grammar and spelling errors for behavioral health; report problems, errors, concerns, other pertinent information to appropriate staff and complete dictation problem summary reports; follow up with employees concerning dictation services; weekly deadlines.
- Return dictated reports in printed and electronic form for psychiatrists review, signature, and corrections and for inclusion in patients medical records.
- Perform data entry and data retrieval services, providing data for inclusion in-patient records and for transmission to therapists/psychiatrists.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper mental health/medical terminology.
- Distinguish between homonyms and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, psychology, and medicine.
- Translate medical/psychiatric jargon and abbreviations into their expanded forms to ensure the accuracy of patient and facility records.

Transcriptionist

ABC Corporation - 1999 - 2004

- Created highly accurate class notes for students enrolled in university courses.
- Attended assigned courses including biology, geology, history, anthropology, English, geography and mathematics.
- Transcribed, edited and published notes under deadline.
- Provided crucial educational support to students from other countries.
- Conducted in-class marketing sessions.
- Collaborated with professors to ensure an exceptional product.

- Empowered students to succeed in earning their degrees. Contributed to the cause of a more educated society.

Education

Bachelors of Science - 2001(Southeast Arkansas College - Scranton, PA)