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Great ability to transcribe, interpret and verify the dictations.  .  **Key Strengths and Skills:**   |  |  | | --- | --- | |  | * Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. | |  | * English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. | |  | * Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software installation, troubleshooting and maintenance | |  | * Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. * Microsoft Office Suite, excel, word and outlook. * Excellent typing speed with experience in transcribing/editing ER reports, H&P’s, chart notes, discharge summaries, cardiology, orthopedics, OB/GYN, neurology, gastroenterology, radiology, ENT, allergy, Hem/Onc, dermatology, operative notes etc. in compliance with HIPPA guidelines. |   **School/College:**   |  |  |  |  | | --- | --- | --- | --- | | Year | Institution/University | Degree/Examination | Percentage | | 1997 - 1998 | Lourd Mount English Medium School, Vattappara, TVM/Kerala University. | SSLC | 68% | | 1998 - 2000 | Iqbal College, Peringammala, TVM/Kerala University | Pre-degree | 52% | | 2000 - 2003 | AJ College, Tonnakkal, TVM/Kerala University | B.Sc. Electronics | 64% | | 2003 - 2005 | Jai Bharath Arts & Science College, Perumbavoor/MG University. | M.Sc. Electronics | 65% |   **Job Experience:**  **1. Medical Transcriptionist (7 years)**   |  |  | | --- | --- | | Job/Duration | Organization | | 1. Medical Transcriptionist/Dec 2008 to Dec 2011 | Accentia Technologies. | | 2. Senior Editor/Jan 2011 to Dec 2012 | CBay Systems India Private Limited. | | 3. Senior Editor/Dec 2012 to Jan 2016 | Vishwa Transcription Services. |   **Description:**   * Transcribe dictated recordings made by physicians and healthcare professionals. * Write and produce discharge summaries, medical history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic-imaging studies, progress notes, and referral letters. * Proofread document for errors and grammar. * Return transcribed documents to point of origin, such as physician or other healthcare professional. * Assisted physician by reviewing documents and prescriptions for grammatical errors and changes. * Use medical terminology to accurately convey diagnosis or treatment. * Translate medical jargon and abbreviations. * Refer to standard medical reference materials for clarity. * **Identify** mistakes in reports, and check with doctors to obtain the correct information. * Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians. * Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material. * **Re**turn dictated reports in printed or electronic form for physicians' review, signature, and corrections, and for inclusion in patients' medical records. * Perform a variety of clerical and office tasks, such as handling incoming and outgoing mail, completing and submitting insurance claims, typing, filing, and operating office machines. * Comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential. * Isolate mistakes or inconsistencies in a medical report and correct the information. * Ensure high-quality patient care. * Refer to Internet or digital or analog dictating equipment for dictation. * Work with programmers and information systems staff to stream in voice communication that provides seamless data transfers through network interfaces. * Utilize speech recognition technology.   **2. Customer Care Executive in Airtel (4 Months, 2007)**  **Description:**   * Assigned the tasks of handling customer queries, feedback, complaints and request regarding Airtel products and services. * Responsible for maintaining and developing relationships with customers. * Assigned the tasks of preparing day-to-day activities of customer care department. * Handled the tasks of recording and scrutinizing the complaints received from customers. * Responsible for providing administrative support to customer service team. * Researched and complied answers to provide information to customers. * Assigned the tasks of providing timely responses to the queries and complaints of customers.   **Personal Details**:  Gender : Male.  Age : 31  Date of Birth : 10/02/1984.  Marital Status   : Married.  Languages Known : English, Hindi, Malayalam, Tamil.  **Additional Information:**  I am trainable, team player, work well alone once trained. In the event of my being selected in your organization, I assure you that I will discharge my duties and responsibilities with utmost care and sincerity, to attain the goal of the authority. Enjoy my career. | |