

**GAYATHRI**

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**PROFESSIONAL SUMMARY**

* Organized Quality Analyst with foundation in medical transcription. Advanced medical terminology knowledge.
* CPC (certified professional coder), AAPC - Member ID: 01463911, around ten years of experience as a Quality Analyst in medical transcription.
* Knowledge of medical terminology, anatomy and physiology.

**SKILLS**

* Medical terminology expert
* ICD-10 (International Classification of Disease Systems)
* Adept multi-tasker
* HCPCS Coding Guidelines
* High speed typing skills
* Fast learner
* Excellent attention to detail
* Excellent verbal communication

**WORK HISTORY**

**Medical Transcriptionist** Aug 2007 - Dec 2010

Spryance India Private Limited Mumbai

**QUALITY ANALYST** Dec 2010 - Aug 2016

E-Dictate IT Solutions Pvt. Ltd., Pune

* Performed qualitative analysis of records to ensure accuracy, internal consistency and correlation of recorded data.
* Maintained strict patient and physician confidentiality.
* Thoroughly researched newly identified diagnoses and/or medical procedures to expand skills and knowledge.
* Expertly transcribed medical report s for variety of physicians.
* Handled all Department reports like Cardiology, Pulmonary, Orthopedics, Dermatology, Psychiatry, and so on.
* Maintained quality of files as a Quality Analyst.
* Delivered files on a timely manner to not to miss TAT.

**EDUCATION**

* CPC (AAPC) passed out in May 2016**.**
* Medical Transcription Training **-** January 2007.
* Doing - B. Tech (Computer Science) - Rajasthan Vidyapeeth University
* Diploma in System Operator.
* Government Girls' Higher Secondary School, Sivaganga, Tamilnadu.
* Typewriting English, Tamil and Hindi (all Higher grades).
* Shorthand English inter.

**PERSONAL VITAE**

Date of birth : 22nd April 1977

Marital status : Married

Languages Known : English, Tamil, Malayalam, Hindi

Visa type : Residence