

Remya

**Medical Transcriptionist/ Data Entry Operator**

Email: [remya.382573@2freemail.com](mailto:remya.382573@2freemail.com)

|  |
| --- |
| **Career Objective**:  I look forward to work with an organization which offers a challenging opportunity to enhancing my Knowledge, skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential.  **Key Skills**:   Knowledge of anatomy, physiology medical terminology with various medical specialties as required.   Good organization and prioritization skills.   In depth knowledge of medical transcription procedures, guidelines and practices.   Strong ability of understanding diverse accents, dialects and varying dictation styles.   Self-motivated, proactive & hardworking.   Fully aware of all Health & safety legislation   Accept and adhere to the need for strict confidentiality.   Ability of working and communicating in a cooperative and positive manner with management, supervisory staff, co-workers.   Maintaining the official records.   Fully organized with filing system.  **Computer Skills**   Substantial knowledge of MS-Word, Excel, PowerPoint.   Windows-7 & 8  **Educational Qualification:**   1996 to 1998 \_ Having Completed the Vocational Hire Secondary Course in **Office Secretary ship.**   1998 to 1999 \_ Having Completed the Board of Apprenticeship Training for **Office Secretary ship**  **/Stenography** in Southern Region- Chennai 600 113.   2010 to 2011 \_ Having Completed the **Medical Transcription course** from, Bishop Jerome Vijnana VIhar, Kollam.  **Professional Experience**:  1. **Medical Transcriptionist (80 above words per minute typing speed)**  Organization: Dovlin Health Care, Kochi.  Duration: July 2012 to till now  **2. Post: Data Entry Operator**  Organization: Affiliated Computer Services [ACS], Kochi.  Duration: 2011 to 2012  **3. Post: Stenographer at Hindusthan Machine Tools (HMT) Ltd., Kalamassery, Ernakulam**  Duration: 1998 to 1999.    **Roles and Responsibilities**:   * Able to contribute in practical ways to the success of my team and to hospital targets. * To maintain environmental, safety and infection control standards. * Ability to respond quickly to emergencies. * Extensive medical transcription experience. * Superior facility in interpreting and transcribing a wide array of medical specialty reports. * Strong knowledge of medical language and transcription practices and guidelines. * High orientation to written and numerical detail. * Exceptional skills in interpreting recognizing and evaluating discrepancies and inconsistencies in medical texts. * Good knowledge of physiology and anatomy. * To transcribe the recorded material, this includes discharge summaries, patient history,   Operative reports, physician letters and notes, rehabilitation, autopsy, pharmacy and x-ray reports.   * Collecting statistical data for analyzing departmental productivity. * To maintain environmental, safety and infection control standards. * Distributing and collecting dictation and transcribed reports. * Following up on physicians' missing and late dictation. * To sort, copy, assemble, prepare and file records and charts. |

**Personal Profile**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Name of Staff: | | Remya | | | | | |
|  | | | | | | | |
| 1. Date of Birth: 2. Marital Status: 3. Nationality: 4. **Languages:** | | 31 May 1981  Married  Indian | | |
| **Languages:** | | **Speaking** | **Reading** | | **Writing** |
| English | | Excellent | Excellent | | Excellent |
| Hindi | | Excellent | Excellent | | Excellent |
| Malayalam | | Excellent | Excellent | | Excellent |

1. ***Certification***

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: Remya