

Remya

 **Medical Transcriptionist/ Data Entry Operator**

Email: remya.382573@2freemail.com

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| **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.
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**Personal Profile**:

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| 1. Name of Staff:
 | Remya |
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| 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