

Peter Smith

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CAREER OBJECTIVE

Medical Transcriptionist with 7+ years of experience seeking full time Medical Transcriptionist position in the New York Tri-State Area. Possesses excellent references from doctors, colleagues and patients.

PROFESSIONAL EXPERIENCE

AMT RECORDS, New York, NY

Medical Transcriptionist, Jul 2003 – present

- Set up and maintain medical files and databases, including records such as x-ray, lab, and procedure reports, medical histories, diagnostic workups, admission and discharge summaries, and clinical resumes.
- Return dictated reports in printed or electronic form for physician's review, signature, and corrections and for inclusion in patients' medical records.
- Receive patients, schedule appointments, and maintain patient records.
- Answer inquiries concerning the progress of medical cases, within the limits of confidentiality laws.
- Identify mistakes in reports and check with doctors to obtain the correct information.
- Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.
- Decide which information should be included or excluded in reports.
- 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.
- Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material.
- Distinguish between homonyms and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
- Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, or discharge summaries.
- Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- Take dictation using either shorthand or a stenotype machine, or using headsets and transcribing machines; then convert dictated materials or rough notes to written form.

EDUCATION

Kaplan University, New York, NY

Bachelor of Art in History, May 2003

TECHNICAL SKILLS

- Medical software — Crescendo Systems Corporation MedRite-XL; Electronic medical record EMR systems; Integrated Systems Management OmniMD; MedQuist DocQment Enterprise Platform; Misys Healthcare Systems software; SpectraMedi EasyFlow
- Dictation machines — Desktop transcribers; Dictaphones; Transcribing equipment