



SWATHI JAYAPRAKASH

Medical Transcriptionist

Personal Info

-  swathijayaprakashdevu.23@gmail.com
-  +971545494964
-  Sharjah, United Arab Emirates
-  VISA status - Husband VISA
-  Indian
-  23.02.1995

Education

- Certificate course in Medical Transcription**
Chemmanur Academy And Systems Pvt. Ltd.
Jun 2016 - May 2017
- Degree of Microbiology (B)**
Mahatma Gandhi University,
Kerala
Jul 2013 - Mar 2016
- Higher Secondary Education**
Government of Kerala
Mar 2013

Skills

Medical terminology - Expert
Transcription accuracy - Expert
Attention to detail - Expert
Time management - Expert
Computer proficiency - Expert
Data entry - Expert

Summary

Experienced Medical Transcriptionist with 5+ years of experience transcribing medical records accurately and efficiently. Professional and detail-oriented with excellent communication and organizational skills.

Work Experience

Medical Transcriptionist, Tiruvalla Medical Mission Hospital, Thiruvalla, Kerala

March 2022 - January 2025

- Doctor's secretary in the level-3 NICU department.
- Accurately transcribed medical reports such as patient history, diagnosis, discharge summary, and medical certificates in a timely and efficient manner.
- Utilized medical terminology, anatomy and physiology to accurately transcribe dictation from various medical specialties.
- Experienced in using advanced hospital information software Ellider.

Medical Transcriptionist, Sanjivani Hospital, Kollakadavu, Chengannur, Kerala

August 2018 - January 2020

- Organize doctor referral forms and discharge summaries of entire department.
- Verify patient health insurance coverage.
- Process patient co-payments and inform them of outstanding balances.
- Ensure patient information remains secure

Medical Transcriptionist, Sunrise Hospital, Kakkanad, Kochi, Kerala

June 2017 - August 2018

- Transcribed patient and visitor information upon check-in, ensuring data accuracy
- Scheduled patient follow-up appointments and procedures in a timely manner