









# SWATHI JAYAPRAKASH

Medical Transcriptionist

## Personal Info

-  [swathijayaprakashdevu.23@gmail.com](mailto: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