**CURRICULAM VITAE**



FEBIN T BABY

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# CAREER SUMMARY

Self-motivated, certified and competent 'Medical Transcriptionist' with over 4+ years of experience in transcribing verbal dictations, medical records and audio records from various medical professionals. Sound knowledge about different medical terminologies and ability to assist in preparing patient’s documentation from admission to discharge. Capable of working under pressure, and creating accurate reports using transcribing equipment and possess excellent command over English. Can also work as a physician assistant, personal assistant.

# PROFESSIONAL EXPERIENCE

* Period : 09/11/2015 – 12/02/2018

Organization : **DM Wayanad Institute of Medical Science, Meppadi, Kerala**

Position : Medical Transcriptionist

* Period : 28/11/2018 – 16/02/2021

Organisation : ST.Thomas Hospital Chethipuzha, Changanacherry, Kottayam.

Position : Medical Transcriptionist

* Period : 11/03/2021 – still working

Organisation : Ahalia hospital Mussafah, Abu Dhabi

Position : Medical Language Specialist

**SUMMARY OF SKILLS:**

* Solid knowledge of various medical terminologies, and excellent typing speed.
* Familiar with using medical reference materials or solving doubts with the concerned medical personnel.
* Capable of operating word processing equipment, dictation and transcription equipment, and listening to audio records for producing medical documents.
* Ability to check and review the typed documents for ensuring appropriate medical terms, patient's medical history, treatment provided, and physician suggestions in the clinical reports.
* Proficient in English and exceptional in grammar, punctuation, and reporting style for maintaining accurate medical records.
* Outstanding listening skills and excellent in hand, eye and motor coordination to prepare requested documents in limited time.
* Adept in using medical codes in the hospital records and ensuring confidentiality regarding patient's treatment procedures.
* Excellent time-management and interpersonal skills.

## DEPARTMENTS WORKED WITH

## Neurosurgery, Neurology, Cardiology, General Surgery, General Medicine, Phlebolymphology, Pulmonology, Nephrology, Gastroenterology, ENT, Gastro surgeon, Pediatrics, Gynecology, Neonatology, Orthopedics, Endocrinology, Plastic surgery.

# ACADEMIC PROFILE

 COURSE COLLEGE / BOARD YEAR

|  |  |  |  |
| --- | --- | --- | --- |
| Medical Transcription (On job training)B C ABachelor of EnglishPLUS TWOS.S.L.C | MModal Global Services Pvt. Ltd, Mysore KarnatakaBangalore UniversityISBM University, Nawapara (Kosmi), Block & Tehsil- Chhura, Gariyaband, Chhattisgarh 493996Board Of Higher Secondary Examination, Kerala, IndiaState Board Of Public Exams, Kerala, India | 20152010-2013 (Discontinued)2018-20212008- 20102007-2008 |  |

## AS A MEDICAL TRANSCRIPTIONIST

* Transcribing medical dictation and records of various medical personnel at the healthcare center to maintain a permanent record of patient care.
* Performing various tasks such as composing routine correspondence as well as translating and editing medical dictations and records according to established departmental procedures.
* Listening and accurately transcribing verbal medical notes into typed format by working with various personnel having regional or international accents.
* Transcribing dictations and hand written for a variety of medical reports such as patient histories, physical examinations, emergency room visits, chart reviews, consultation, discharge summaries or death summaries.
* Reviewing and editing transcribed reports or dictated material for spelling mistakes, grammar, clarity, and proper medical terminologies.
* Returning reports in printed or electronic format for physicians' review, signature and corrections, and including it in the patient's medical records.
* Setting up and maintaining medical files and databases, including records such as procedure reports, medical histories, diagnostic workups, and discharge summaries as required.

## ABOUT MY ORGANIZATIONS

* St. Thomas Hospital, Chethipuzha, Changanacherry, Kerala

The St. Thomas Hospital and its collegiate are one of the premier health care institutions in Kerala today; set in the landscape of Chethipuzha, 100kms from Cochin. This is a 500 bedded educational teaching hospital which provides high standard Nursing, Paramedical education.

Address: ST. Thomas Hospital Chethipuzha, P.B No: 1, Kurisummood P.O, Changanacherry, Kottayam, Kerala, India Pin code: 686104, Tel ; 0481-2722100

E-mail :chethipuzhahospital@yahoo.co.in

* DM Wayanad Institute of Medical Science, Meppadi, Kerala

DM Wayanad Institute of Medical Sciences (DM WIMS) aims to be among the top 10 teaching medical institutions in India by 2025. With state-of the-art infrastructure and excellent faculty, we aim to bring together- learning and healing, in a serene, eco-friendly campus. This is a 700 bedded educational teaching hospital which provides high standard MBBS, Nursing, Paramedical education.

[Address](https://www.google.com/search?sxsrf=ACYBGNTfokQNyLm31Cz6EXHH0dlQc0g5bA:1582026052142&q=dm+wayanad+institute+of+medical+sciences+address&stick=H4sIAAAAAAAAAOPgE-LWT9c3LEmxqMg2S9GSzU620s_JT04syczPgzOsElNSilKLixexGqTkKpQnVibmJaYoZOYVl2SWlJakKuSnKeSmpmQmJ-YoFCdnpuYlpxYrQLUAAP44nqVhAAAA&ludocid=6737336623103571680&sa=X&ved=2ahUKEwj7uPOmgtvnAhWm7XMBHVrvBTwQ6BMwG3oECBgQAw&sxsrf=ACYBGNTfokQNyLm31Cz6EXHH0dlQc0g5bA:1582026052142): Naseera Nagar, P.O., Dist. Kalpetta,, Meppadi, Kerala 673577, Tel: +91 4936 287 000

## STRENGTHS

Hardworking, adaptive to any situation, good communication and co-ordination skills, initiative, attentive to details and familiar with cross cultural environment.

## COMPUTER SKILLS

###### Operating System: -

Single User : DOS, MS-Windows 98,

 MS-Windows 2000,

 MS-Windows XP Professional.

Packages : MS-Office

 MS - Outlook Express

 Open Office

## HOBBY

Listening to Music, Riding, Playing, Reading, Watching Movies, etc...

## PERSONAL INFORMATION

### PERSONAL DETAILS

Father’s Name : Baby T J

Nationality : Indian

Language Known : English, Malayalam,Tamil, Hindi.

Strength : Hard Working, Good Team Leader, Fast and active learner and energetic.

**DECLARATION**

I hereby declare that the details given are true to the best of my knowledge and belief.

Sulthan Bathery Febin T Baby

23/03/2021