

CURRICULUM VITAE



Nazia Bee Iqbal

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My Objective:

To grab the excellent opportunity in a prestigious organization and excel in the field of radiology / medical transcription. I offer my 12 plus years of progressive experience and professional skills for delivering best performance. I would like to utilize service skills and diligence for performing efficiently and achieving the goals of the organization.

Strength:

- Comprehensive knowledge of transcription guidelines, styles, and practices.
- Extensive knowledge of medical terminology, anatomy, physiology and the various medical specialties as required in areas of responsibility.
- Skilled in operating computer, software applications, transcription equipment, and office equipment.
- In-depth knowledge of diverse accents, dialects, and varying dictation styles.
- Detail oriented with strong organizational, communication and management skills.
- Possess excellent multi-tasking skills and has the ability to work under pressure with time constraints.

Professional Experience:

AL Etihad Diagnostic Center-Jumeriah, Dubai

EDC provides a range of medical services including diagnostic imaging, open MRI, CT scan, Digital X-ray, Digital Mammography, Digital Panorama and Cephalometry, and Cone beam CT (CBCT) handled by highly qualified medical professionals and provide the highest standard of health care in terms of patient satisfaction and medical professionalism.

Job Profile:

Medical Transcriptionist /Secretary (Medical Records Dept.) – October 1, 2020 to January 21, 2021:

- Specialized in Radiology Department and listen to voice recordings that physicians make and convert them into written reports for a variety of procedure including ultrasounds, x-rays, mammogram, MRI, CT scan etc.
- Analyzing the demographic of patients and entering patient details like Name, MRN, Date, Age/Sex and Referring doctors.
- Reviewing and editing transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- Entering the measurements for Ultrasound.
- Adding images to medical reports and resizing them to look aesthetic.
- Proofread transcribed medical documents and ensure the documentation is accurate.
- Converting the transcribed reports to PDF format and sending to respective Doctors through e-mail.
- Handing over the hard copy of reports to patients along with CD copies if required/ requested.
- Maintaining required records and documentation
- Answer phone calls to assist with patient and other medical staff enquires.
- Ensuring patient confidentiality
- Adhering to the guidelines and specifications provided by the Doctors.

International Radiology Center (IRC), Sharjah, UAE

IRC International Radiology Centre is operated by highly qualified Radiology professionals; utilizing the latest innovations in digital imaging technology to provide the full range of radiological investigations including Open MRI, Multi - Slice Volume CT, Digital X-ray, Digital Mammography, Digital Panorama and Cephalometry, Cone beam CT (CBCT) and DEXA Bone Mineral Densitometry.

Job Profile:**Radiology Transcriptionist / CMO Assistant (30/03/2013 to 31/05/2019):**

- Taking dictation using hand notes, headsets and transcribing machines; then converted dictated materials or rough notes to written form.
- Listen to voice recordings that physicians make and convert them into written reports for a variety of procedure including ultrasounds, x-rays, mammogram, MRI, CT scan etc.
- Reviewing and editing transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- Distinguished between homonyms and recognized inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
- Identifying mistakes in reports and checked with doctors to obtain the correct information.
- Returning dictated reports in printed or electronic form for physician's review, signature, and corrections and for inclusion in patients' medical records.
- Give instructions to patients as instructed by physician.
- Ensure all related reports, labs and information filed is available in patient's medical record prior to their examination.
- Triage and process messages from patients and front office staff to physicians and physician assistant.
- All other duties as assigned by clinical coordinator or practice administrator.

KEY SKILLS

- Understanding written sentences and paragraphs in work related documents.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Talking to others to convey information effectively.
- Managing one's own time and the time of others.

M-Squared Software and Services Pvt. Ltd, TechnoPark, Trivandrum

M Squared Software and Services Pvt Ltd is a leading US based MNC established in 1996 in Las Vegas, Nevada. Pioneer in the field of IT Enabled Services and Customizable Software Development, M Squared Software and Services Pvt Ltd have undertaken projects from all most all the major fields such as healthcare, medical transcription suite, corporate management, project management, point of sale, attendance and payroll management, security management, digital recording, betting etc. Growing fast as one of the most acclaimed and sought-after transcription companies in India, M Squared Software and Services Pvt Ltd deliver the most perfect quality 24- hour transcription service HIPAA security compliance rules are enforced in the development and installation of all its applications.

Job Profile:**Medical Transcription Editor (01/02/2009 to 30/09/2012):**

- Handle the tasks of editing the transcribed documents against actual dictation.
- Responsible for editing documents consistently and fairly according to transcription guidelines, standards of style, and formats.
- Perform responsibilities of calculating and scoring reports by using standard quality scoring guidelines.
- Handle the tasks of identifying varying degrees of errors against documentation length.
- Ensure the accuracy of the transcribed document by utilizing reference tools.
- Handle responsibilities of providing feedback and update the transcriptionists regarding areas of concern and quality issues to help eliminate repetition of errors.
- Perform the tasks of recognizing, interpreting, and evaluating inconsistencies, discrepancies, and inaccuracies in medical dictation.

Medical Transcriptionist (01/08/2007 to 31/01/2009):

- Transcribing the files with at least 97%-98% accuracy.
- Updating self with any change in template or any other feedback.
- Typing speed of not less than 55 wpm.

Professional Education:

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- Completed Medical Transcription Training from M Squared School of Medical Transcription (SMT)

Educational Qualification:

Academic:

Bachelor of Science degree in Physics from Mahatma Gandhi University, Kerala, India, in the year 2006.

Higher Secondary Education (Science) in the year 2003. Board of

Public Examination in the year 2001.

Technical Skills:

OperatingSystems : Windows XP, Windows7

Software : MS Office (Word, Excel,PowerPoint)

Transcription Tools: mi-Clinic, PaxeraRIS, Infinitt,Medico Plus, PACS, Word script, VR Stedman's Medical Dictionary, Quick Look

Personal Details:

Age & DateofBirth : 34Yrs, 29-10-1985.

Sex &MaritalStatus : Female,Married.

Nationality :Indian.

PassportNo : K3754496.

DateofExpire :16/04/2022

Placeof Issue :Trivandrum.

Emirates ID : 784-1985-1641926-8

Languages Known : English, Hindi, Urdu &Malayalam.

VisaStatus : On Husband visa (Ready to Work In CompanyVisa)

References:

Available on request.