

VISHNU NP

MEDICAL TRANSCRIPTIONIST

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Professional Profile :

Well-organized Medical Transcriptionist with 4+ year experience and demonstrated knowledge of healthcare procedures and administrative operations. Resourceful and organized with Medical Transcriptionist adept at keeping office operations smooth and efficient. Detail-oriented approach to organizing files, scheduling appointments and assisting patients.

About Me :

A strong pro-active, efficient and talented Employee with sound knowledge in Medical Transcription who is willing and able to adapt with new challenges and work environments.

Professional Experience :

🚑 **LLH HOSPITAL (VPS HEALTHCARE) - 2021- continuing.**

Currently working in LLH Hospital, Musaffah as a Medical Transcriptionist / IP Discharge Secretary.

Abu Dhabi, United Arab Emirates.

Designation: Medical Transcriptionist

Performs transcribing of all reports in IP, Daycare and ICU and for other procedures under General Surgery, Urology , Internal Medicine , Neurology , Pulmonology, Gastroenterology, Cardiology ENT, Orthopedics, Neurosurgery, Pediatric and Gynecology. Transcribing of all reports in Radiology Department including MRI , CT , Ultrasound and X-rays. Responsible for sending reports to all involved parties. Performs secretarial duties as needed. Maintains communication lines for the department. Participates in performance improvement and continuous quality improvement (CQI) activities

MVR CANCER CENTRE AND RESEARCH INSTITUTE (CARE FOUNDATION)

2 and half year experience in MVR Cancer Centre and Research Institute, Calicut as a Medical Transcriptionist.

Kerala, India | **2017 – 2019.**

Designation: Medical Transcriptionist

Performs transcribing of all reports in IP, Daycare, ICU and OP's and for other procedures under Medical, Surgical, Pediatric, Radiation and Hemato Oncology. Responsible for sending reports to all involved parties. Performs secretarial duties as needed. Maintains communication lines for the department. Participates in performance improvement and continuous quality improvement (CQI) activities

Past Experience :

❖ NOVA IT PARK, CALICUT

2 year experience in Nova IT Park, Calicut as a Data entry operator .

Designation: Data entry operator.

ACADEMIC PROFILE

- Bachelor's Degree : B.A English (Annamalai University)
B.Sc Physics (Calicut University) – Course completed.
- Diploma : Diploma in Computer Application (Govt. of Kerala).
- Secondary Education : GHSS, Mavoor (State Board).
- Elementary Education : Bee Line Public School, Kuttikattoor (CBSE).
- Medical Transcription : Keltron (Govt. of Kerala)
- Medical Coding : Arown Academy, Kozhikode.

CURRENT ASSIGNMENTS (JOB RESPONSIBILITIES) :

- Responsible for transcribing all dictated and written procedures reports, medical reports and discharge summaries.
- Responsible for transcribing all dictated and written procedures reports, medical reports in Radiology Department.
- Preparing Sick leave for Doctors using TAMM (Abudhabi Government) .
- Well aware of the features of softwares including INSTA, KRANIUM, MED-NET.
- Fixing appointment for the patient as per instruction of the doctor.
- Ensures the correct spelling of medical terms and other words corrects punctuation and grammar in the transcribed reports and makes necessary corrections without changing the sentence meaning.
- Responsible for copying and mailing detailed reports to performing physicians and referring physicians. .
- Performs transcribing of all reports in IP, ICU and OPD's and for other procedures.
- Communicate appropriately and clearly to physicians, nurses and co-workers.
- Responsible for sending reports to all involved parties.
- Coordinated with healthcare providers to ensure that the completion, accuracy and consistency of documentation.
- Actively participate in performance improvement and continuous quality improvement (CQI) activities.
- Processes physician and other department staff requests in a timely manner.
- Performs quality control on reports.
- Performs secretarial duties as needed.
- Knowledge of mandatory notification requirements to health departments like infectious disease death, birth, injury, neoplasm, neonatal screening etc.
- Treat patients and their families with respect and dignity.
- Maintain a good working relationship both within the department and with other departments.
- Professionally interacts with patients' families.
- To be flexible, organized and function under stressful situations.

- Maintains strict confidentiality in preparing and reporting patients health informations.
- Report to work on time and as scheduled, completes work within designated time.

TECHNICAL SKILLS & AREAS OF EXPERTISE

- MT specialist skills.
- Excellent Proficiency in Office Packages - Microsoft Word, Excel and Powerpoint.
- Types/keyboards minimum of 75+ words per minute accurately. Ability to spell correctly and knowledge of how and when to use dictionaries and other standard references.
- Excellent Communication skills.
- Excellent computer knowledge.(Operating systems – Windows, Linux, ios)
- Software Skill in Adobe Photoshop, Adobe Illustrator and CorelDraw.
- Good Intercultural & inter personnel , proactive and problems solving skills.

PERSONAL DETAILS

Age & Date of Birth : 29 Years, 13th May 1993
 Nationality : Indian
 Address : VISHNU N.P
 Flat No : 1003
 Dubai Islamic Bank Building, Electra
 Abu Dhabi, United Arab Emirates.

Passport details

Passport No : N0154695
 Date of issue : 02/07/2015
 Date of Expiry : 01/07/2025
 Place of Issue : KOZHIKODE

Language proficiency : English, Hindi, Tamil & Malayalam
 Mobile No : +971 545258814
 Email.ID : vishnunphealthcare@gmail.com

DECLARATION

I do hereby declare that the above mentioned information is correct to the best of my knowledge and belief.

Place: Abu Dhabi

Date: 20/02/2023

VISHNU N.P