

FATHIMA NASRIN MEDAPPIL

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OBJECTIVE

Detail-oriented and highly skilled Medical Transcriptionist with 3 year of experience in transcribing medical reports, patient histories and clinical documents. Proven ability to work efficiently under pressure, with strong understanding of medical terminology, anatomy and confidentiality requirements. Seeking to contribute expertise to a dynamic healthcare team.

EDUCATION

Diploma in Medical Scribing, Leo Institute of Medical Scribing, March 2021.

Bachelor of Psychology, Indhira Gandhi National Open University 2021-2024

SKILLS

50 WPM Typing Speed

In depth knowledge of anatomy, physiology, and medical terminology

Skilled in working with EMRs and EHR systems

EXPERIENCE

Medical Transcriptionist

DMS Hospital LLP Chelari,

Aug 2022 - Nov 2024

Malappuram, Kerala

- Transcribe and edit dictated reports from healthcare professionals, ensuring accuracy, grammar, and compliance with medical terminology.
- Review medical documents for errors, clarifying with physicians when necessary, ensuring high-quality, clear, and concise report. Successfully manage a high volume of transcriptions, consistently meeting deadlines.
- Maintain patient confidentiality and adhere to HIPAA guidelines in all transcription processes

Front Desk/ Patient Care Executive

DMS Hospital LLP - Chelari

Aug 2022 — Feb 2023

Malappuram, Kerala

- Greet patients and their families in a welcoming and compassionate manner. Collect and verify patient information regarding their medical details for records. . Provide patients with information regarding their medical care, procedure and hospital policies. Shedule patient appointments, ensuring they align with the availability of healthcare providers and resources.
- Coordinate with the clinical team to prepare for patient visit.

Remote Medical Scribe -Scribe EMR System Private Limited - Chennai, Tamilnadu. Accurately document patient encounters, including history, physical examination, diagnoses, treatment plans and relevant information to EHR system. Assist physicians by transcribing patient information during virtual consultation and in-office visits to ensure all critical information is captured. Review patient records, medical histories, lab results, and physician notes to provide accurate documentation in real time.

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