

JOB CANDIDATE JOB

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A highly talented Administrative professional with extensive experience in Medical Transcription

SUMMARY OF QUALIFICATIONS

- Over 11 years of Medical Transcription experience.
- 16 years of administrative experience overall.
- Adept at preparing case histories, medical records, and reports.
- Strong knowledge of medical terminology and procedures.
- Hard working, detail oriented. Consistently meets deadlines.
- Outstanding verbal and written communication skills.

PROFESSIONAL EXPERIENCE

Lutz Asset Research, Elmsford, NY

2000 – 2007

Legal Secretary

- Performed transcription, dictation, and document preparation for large asset recovery law firm.
- Managed all administrative functions, including filing, telephones, and front desk greeting.
- Conducted on-line legal research using WestLaw and Lexis-Nexis.
- Carried out billing, data entry, and database management.
- Served subpoenas to banks and other institutions on behalf of clients.
- Responsible for ordering and inventory control of office supplies.

Westchester Square Hospital, Bronx, NY

1989 – 2000

Medical Transcriptionist, Health Information Management Dept. (1999 – 2000)

- Transcribed operative reports, discharge summaries, pathology reports, patient summaries / charts, and x-ray reports.
- Reviewed medical records to ensure correct spelling, terminology, and grammar.
- Sorted documentation and forwarded reports to proper recipients within department.
- Logged, printed, and distributed all transcribed dictation received from outside services.

Medical Secretary / Office Manager, Laboratory (1989 – 1999)

- Prepared case histories, medical records, and reports. Transcribed chart summaries, surgical and pathology reports, and special records.
- Processed and prepared meeting and conference minutes, dictation, and special reports.
- Composed and prepared routine correspondence, distributed reports and files, sorted and filed documentation.
- Supervised secretarial staff, performed staff evaluations and training. Ensured all correspondence and filing completed on time and accurately.
- Developed policies and procedures for records retention and disposal, to improve office efficiency, and to maintain accurate inventory control of office supplies. Created standardized forms for reports.
- Managed all general office administrative and documentation management activities.
- Provided assistance to Pathologists as necessary, preparing slides and samples, and verifying accuracy of accession numbers.

ADDITIONAL EXPERIENCE

Secretary, George Fine Research Company, Hartsdale, NY (1988 – 1989)

Data Entry Clerk, Brick Layers Welfare Union Fund, New York, NY (1986 – 1988)

COMPUTER SKILLS

Windows, Word, Excel, Access, QuickBooks, WordPerfect, Lexis-Nexis, WestLaw, Outlook, proprietary medical records systems, Internet

Keywords: Medical Transcription, Freelance Medical Transcription, Medical Transcriber, Medical Transcriptionist, Medical Records Data Entry, Medical Secretary, Administrative Assistant, Legal Transcription, Legal Secretary