

Surfing

Sports Coaching

Home Brewing T Astronomy

STRENGTHS









LANGUAGES





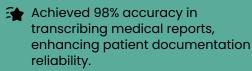


English

Italian

Mandarin

ACHIEVEMENTS



Reduced turnaround time for report delivery by 20% through efficient transcription practices.

MIA TAYLOR

Certified Medical Transcriptionist

www.qwikresume.com

PROFESSIONAL SUMMARY

Meticulous Medical Transcriptionist with 2 years of experience in producing accurate and compliant medical documentation across various specialties. Proficient in advanced transcription software and complex medical terminology, I strive to enhance patient care through precise record-keeping. Ready to bring my skills to a dynamic healthcare team focused on quality and efficiency.

🕒 WORK EXPERIENCE

Certified Medical Transcriptionist

Apr / 2024-Ongoing

Quantum Solutions LLC

₽ Phoenix, AZ

- 1. Transcribed a wide range of medical reports, including patient histories and consultation summaries, ensuring accuracy and
- 2. Reviewed and edited transcriptions for spelling, grammar, and medical terminology compliance.
- 3. Utilized medical dictionaries and drug references to enhance report accuracy.
- 4. Operated transcription equipment and software to produce high-quality documentation.
- 5. Maintained strict patient confidentiality and adhered to HIPAA
- 6. Collaborated with healthcare teams to clarify and refine documentation processes.
- 7. Managed a high volume of dictation in acute care settings, focusing on efficiency and patient safety.

Certified Medical Transcriptionist

Apr / 2023-Apr / 2024

Silver Lake Enterprises

耳 Seattle, WA

- 1. Facilitated the accurate transcription of medical records to ensure timely patient care.
- 2. Participated in continuous training to stay updated on medical terminology and transcription best practices.
- 3. Assisted in developing standardized templates for common medical reports to improve efficiency.
- 4. Conducted quality checks on transcribed documents to uphold high standards of accuracy.
- 5. Engaged in feedback sessions with physicians to enhance transcription processes.
- 6. Provided support in office tasks, including patient check-ins and appointment scheduling.

🔛 EDUCATION

Associate of Applied Science in **Medical Transcription**

Apr/ Apr/ 2023

Everest College

₽ Phoenix, AZ

Focused on medical terminology, transcription techniques, and healthcare documentation standards.