

# ROBERT SMITH

## Medical Language Specialist/Representative

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Operated a successful small business and performed all day-to-day operations including supervising two employees and up to ten subcontractors.

### CORE COMPETENCIES

E-Clinical Works, Technical Skills.

### PROFESSIONAL EXPERIENCE

#### Medical Language Specialist/Representative

ABC Corporation - August 2012 – February 2016

##### Key Deliverables:

- Experienced with scheduling work and managing up to transcriptionists.
- Experienced with Winscribe typist and Winscribe Manager.
- Transcribed physician dictated medical reports in an emergency room setting.
- Reported history and physicals, consults, progress notes, discharge summaries, procedures, and operative reports on Medrite and Bayscribe platforms.
- Practiced experience as well with Urology, Oncology, Podiatry, Psychology, Pulmonary, and Radiology departments.
- Transcribed and edited various medical documents as requested in a timely and accurate manner.
- Provided accurate documentation of physician-dictated medical records for multiple medical specialties in an acute care hospital setting.

#### Medical Language Specialist

ABC Corporation - 2007 – 2012

##### Key Deliverables:

- Maintained 95% accuracy in reports.
- Editing VRS multispecialty reports.
- Maintaining accurate records of line counts and time sheets.
- Follow all policies in regards to physician record management and patient medical records management.
- Research different tools to improve proficiency.
- Communicated with hospitals and physicians.
- Verified patient information and report demographics matched..

### EDUCATION

- Certificate in Technical - 1999(Arkansas Tech University - Russellville, AR)