

MARVA IBRAHIM

Medical Transcriptionist



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in LinkedIn



CORE COMPETENCIES

- ❖ Medical Transcription
- ❖ Medical Coding
- ❖ Electronic Health Records (EHR)
- ❖ HIPAA Compliance
- ❖ Medical Terminology
- ❖ Healthcare Documentation
- ❖ Clinical Documentation
- ❖ Data Security
- ❖ Patient Records Management
- ❖ Anatomy and Physiology
- ❖ Typing Speed and Accuracy
- ❖ Medical Data Entry
- ❖ Healthcare Compliance
- ❖ EHR System

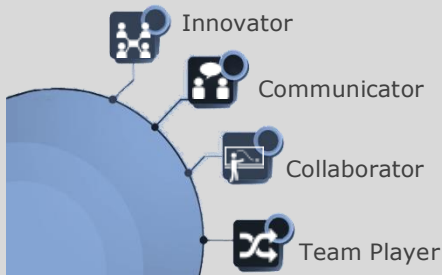


EDUCATION

- ❖ **2023:** Diploma - Medical transcriptionist: STED Council, NSDC from Luminis Institute of Skill training; Certificate Register No. 24802221017
- ❖ **2022:** M.Sc. (Biotechnology) from Aquinas College, MG University
- ❖ **2019:** B.Sc. (Botany - Model 2 Plant Biotechnology) from The Cochin College, MG University



SOFT SKILLS



PERSONAL DETAILS

Date of Birth: 28/03/1999
Language Known: English, Hindi & Malayalam
Address: Dubai, UAE

Seeking to leverage hands-on experience in transcribing medical documentation and coding to contribute to a dynamic healthcare team to delivering accurate, efficient, and confidential services to ensure optimal patient care and compliance with clinical documentation standards.



PROFILE SUMMARY

- ❖ **Skilled Medical Transcriptionist** with hands-on experience in accurately transcribing real-time patient consultations, including history, exam findings, and treatment plans, ensuring comprehensive and precise medical documentation.
- ❖ **Proficient in Electronic Health Records (EHR) management**, adept at updating patient records with precision while maintaining data integrity and ensuring seamless access to critical health information.
- ❖ **Strong Knowledge of Medical Terminology**, enabling the accurate conversion of complex medical jargon into clear, concise, and error-free documentation for effective patient care and healthcare operations.
- ❖ **Experienced in Medical Coding** with a solid understanding of ICD, CPT, and HCPCS codes, facilitating efficient and compliant billing processes while minimizing coding errors and improving claim acceptance rates.
- ❖ **HIPAA-Compliant professional**, consistently safeguarding sensitive patient data and adhering to healthcare privacy regulations, ensuring strict confidentiality in line with industry standards.
- ❖ **In-depth Understanding of Clinical Documentation Standards** and healthcare compliance requirements, delivering high-quality transcription that aligns with best practices in medical reporting.



WORK EXPERIENCE

OG Healthcare, Bengaluru
Medical Transcriptionist

Apr'24 – Jan'25

Key Result Areas:

- ❖ Documented real-time patient interactions, capturing critical clinical data, including patient history, examination findings, and therapeutic strategies during consultations with healthcare providers.
- ❖ Oversaw the management and updating of electronic health records (EHR) with exceptional precision, ensuring that patient information was continuously up-to-date & reflecting every interaction promptly, with strong focus on minimizing inaccuracies.
- ❖ Upheld compliance with HIPAA regulations by safeguarding patient confidentiality and securing sensitive medical data, adhering to stringent privacy standards and clinic-specific protocols.
- ❖ Scrutinized patient records for discrepancies, promptly documenting any modifications and ensuring the integrity and accuracy of medical information, thereby guaranteeing a real-time reflection of patient care and medical conditions.



INTERNSHIP

OG Healthcare, Bengaluru
Medical Transcriptionist

Oct'23 – Mar'24



PROJECTS

Mar'21 – May'21: Development of a recombinant bacterial clone for the usage in surveillance of Epizootic ulcerative syndrome (EUS) through PCR

Description: The study aimed to develop a plasmid clone containing a segment of the ITS region of *Aphanomyces invadans*, the pathogen responsible for Epizootic Ulcerative Syndrome (EUS), to serve as an internal control in PCR-based EUS diagnosis.

Nov'18 – Jan'19: PCR Antibacterial activity and Phytochemical screening of selected spices in the family Apiaceae

Description: The study involved testing the antibacterial activity and conducting qualitative phytochemical analysis of alkaloids, flavonoids, saponins, tannins, and quinones in extracts of selected spices from the *Apiaceae* family.