

KEERTHANA MAMPILLY SASI

MEDICAL TRANSCRIPTIONIST

CONTACT

Mob: 0567463671
Email: krthnsasi@gmail.com
Al Ain, UAE

ABOUT

Exceptionally reliable and painstaking Medical Transcriptionist with 10 years of experience. Able to handle highly high work volume with sustained focus. Good interpersonal and communication skills in working with physicians, nurses, and all other medical staff.

CORE SKILLS

- Extensive medical transcription Experience.
- Superior facility in interpreting and transcribing a wide array of medical specialty reports.
- Strong knowledge of medical language and transcription practices & guidelines.
- Good knowledge of medical terms and physiology.

MANAGERIAL SKILLS

- Computer skills
- Typing excellence
- Strive for accuracy
- Attention to detail
- The ability to multi-task
- Critical-thinking skills
- Time-management skills

EDUCATION

- Bachelor of Science : Zoology (April 2013)
- Higher Secondary (March 2010)
- Matriculation (March 2008)

CERTIFICATIONS

- **Medical Transcription Course**
Spectrum Soft Tech Solutions Pvt.Ltd
- **Medical Analysis Training**
June 2013 to December 2013
- **Medical Analyst**
27th January 2014 to 30th April 2015

PASSPORT DETAILS

Passport Number : C1926305
Place of Issue : Cochin
Date of Issue : 16/08/2024
Date of Expiry : 15/08/2034

PERSONAL PROFILE

Date of Birth : 25-11-1992
Nationality : Indian

PROFESSIONAL EXPERIENCE

- **Aster Medicity, Ernakulam, Kerala
Medical Transcriptionist**
15th November 2021 – 09th September 2025
 - Cardiology Department
 - Documentation of ECHO reports
- **Ernakulam Medical Centre, Kerala
Medical Transcriptionist**
04th February 2019 – 08th November 2021
 - OPD and IPD Summaries
 - OP Management
 - Main letters, referral letters
 - Documentation (EMR, patient's file)
- **Rajagiri Hospital, Ernakulam, Kerala
Medical Transcriptionist**
01st November 2015 – 08th March 2018
 - Pediatrics Department
 - Documentation of ECHO reports
 - Pre-rounds, main rounds
 - Summaries: IP summary, OPD summary, ICU summary, Death summary
 - Documentation & type of medical reports interpreted by laboratory staff & pathology department
 - History taken from patients.
 - Documentation (EMR, patients file)
 - OPD management (patient's appointment and Timing), Admission request.
- **Medical Trust Hospital, Ernakulam, Kerala
Medical Transcriptionist**
23rd March 2015 – 30th October 2015
 - Transcribe the doctor's dictation.
 - Proofread documents for spelling and grammar mistakes.
 - Make physical copies of records to be filed in the secure records room
 - Documentation [EMRJ.
- **Spectrum Soft Tech Solution, Ernakulam, Kerala
Medical Transcriptionist**
27th January 2014 – 30th October 2015
 - Transcribe the doctor's dictation (USA files)