



Curriculum Vitae

SAJNA SHAHEER

Medical transcriptionist/Medical Coder (CPC-A)

Twelve Years' Experience



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[International City,Dubai](#)

Transferable Employment Visa

Summary

A highly talented Medical Transcriptionist/Medical Secretary with huge experience in interpreting, transcribing and verifying dictations by physicians and/or other health care professionals regarding patient assessment, work-up, therapeutic procedures, clinical course, diagnosis, prognosis, etc; documenting patient care and facilitating delivery of health care services for inclusion in medical records.

Skill Highlights

- ❖ More than ten and a half years of experience as Medical Transcriptionist/Medical Secretary.
- ❖ Great typing skills of not less than 80-100 wpm.
- ❖ Deep knowledge of medical terminology, anatomy and physiology, and the various medical specialties as required in areas of responsibility.
- ❖ Excellent communication skills (both verbal and written) necessary to perform the essential functions of the position (including but not limited to English usage, grammar, punctuation, and sentence structure).
- ❖ Ability to work and communicate in a positive and cooperative manner with management and supervisory staff, medical staff, co-workers and other healthcare personnel and patients and their families when providing information and services, seeking assistance and clarification and resolving problems.
- ❖ Uncommon ability to understand diverse accents and dialects and varying dictation styles.
- ❖ Thorough knowledge of medical transcription guidelines and practices and ability to use designated reference materials.
- ❖ Transcribe and edit recorded or written material, including operative reports, discharge summaries, patient history and examinations, physician letters and notes, ultrasound, ob/gyn, Doppler, x-ray, CT and MRI reports.
- ❖ Collect statistical data to analyze departmental productivity.
- ❖ Oversee daily activities of department to optimize productivity and quality of work.
- ❖ Verify accuracy of patient information such as name and identification number; verify accuracy of transcription for correct punctuation, grammar, and spelling.
- ❖ Maintain logs of medical procedures, incoming dictation, and transcription records.
- ❖ Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and infection control standards.
- ❖ Distribute and collect dictation and transcribed reports; follow up on physicians' missing and late dictation.
- ❖ Ensure strict confidentiality of financial records.
- ❖ Knowledge of ICD 10, CPT and HCPCS

Education and Professional Training

- ❖ Degree in B.A English Language and Literature.
- ❖ Career Step Online Training Course 03/2008 to 06/2008
- ❖ Received Certificate in Medical Transcription (06/2008).
- ❖ Received certificate in CPC (Medical Coding) in February 2020

Details of work experience

- ❖ Worked and trained in Accentia as Medical Transcriptionist from 01/10/2008 to 15/11/2010.
- ❖ Worked as a “Home based Senior Editor” in Nuance Transcription Services, from 01/12/2010 to 25/12/2013.
- ❖ Worked as a “Personal Medical Secretary” under a Radiologist Doctor, Thiruvananthapuram, from 20/01/2014 till 30/11/2018.
- ❖ Worked as a “Medical transcriptionist” in Medicare Hospital from 10/03/2019 to 23/06/2020, Dubai.

Computer Knowledge

- ❖ DOS, Windows and Internet Applications, MS Office.

Languages Known

- ❖ Malayalam, English and Hindi.

Passport Details

Passport No	:	L 8861524
Place of issue	:	Trivandrum
Date of issue	:	28-04-2014
Date of Expiry	:	27-04-2024

Personal Details

Living Address	Dubai - UAE
Nationality	Indian
Date of Birth	29/04/1986
Marital Status	Married
Visa Status	Employment Visa
Hobbies	Traveling, Reading, Surfing the Internet

References

- Available upon request