
Medical Language Specialist Resume

Job Objective

To use my skills, training and experiences to secure a position as a Medical Language Specialist with a reputable company in the business

Highlights of Qualifications:

- Experience in providing acute medical care
 - Outstanding knowledge of medical transcription and related guidelines
 - Profound knowledge of medical terminology and medical specialties
 - Remarkable ability to work independently
 - Exceptional ability to use various reference materials
 - Amazing communication skills in both oral and written forms
 - Skilled to work without supervision
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Professional Experience:

Medical Language Specialist
Asante Health System, Temple Hills, MD
May 2006 – Present

- Assisted in providing transcription for medical dictation and ensured records of patients.
- Managed transcription according medical terminology and in English.
- Analyzed medical dictation evaluated it for discrepancies and revised it if required.
- Administered reference materials and ensured its efficient working.
- Prepared transcriptions as per physicians and health care professionals.

Medical Language Specialist
Holmes Regional Medical Center, Temple Hills, MD
March 2003 – April 2006

- Managed all work according to productivity guidelines and standards.
 - Prepared reports and formatted it as per guidelines.
 - Ensured compliance to all policies and procedures.
 - Administered work according to dictations
 - Maintained all transcription equipment.
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Education:

Bachelor's Degree in Health Information Management
Kentucky State University, Frankfort, KY

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