

ANITA JONA Y. CONDINO

Medical/Legal Transcriptionist

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Valenzuela City, Philippines



EXPERIENCE

Medical Transcriptionist

EKP Technology Group

12/2021 - 06/2022 Remote

- Transcribing medical reports converting audio recordings into written documents such as patient histories, discharge summaries, and operative reports
- Reviewing Independent Medical Records
- Transcribing medical reports from multiple medical specialties

Legal/General Transcriptionist

Green Griffin Corporation

02/2020 - 11/2021 Remote

- Accurately transcribing contents i.e. Podcast, Court Hearings, Interrogations, Seminars, Meetings
- Adhering to specific guidelines or client requirements
- Researching legal terminology and staying updated with legal terms and procedures to ensure accurate transcriptions
- Meeting deadlines and maintaining confidentiality

Medical Transcriptionist

World Wide Dictation

11/2019 - 10/2021 Remote

- Transcribing medical reports converting audio recordings into written documents such as patient histories, discharge summaries, and operative reports
- Have experience in various medical specialties, including orthopedics, pediatrics, rheumatology, oncology, cardiology, neurology, gastroenterology, psychiatry, and rehabilitation.

Medical Transcriptionist

Sofex BPO

04/2018 - 11/2019 Remote

- Editing and proofreading ensuring the accuracy and clarity of transcribed documents, correcting any errors in grammar or medical terminology
- Maintaining patient records by entering transcriptions into electronic health record systems while ensuring confidentiality
- EMDAT Inscribe system

Legal Transcriptionist

Durham Reporting & Mediation Services

11/2017 - 06/2018 Remote

- Transcribing legal documents creating written records of court hearings, depositions, and other legal proceedings

Medical Transcriptionist

Cognizant Technology Solutions, Inc.

10/2013 - 03/2015 Taguig City, Philippines

- Transcribing medical reports converting audio recordings into written documents such as patient histories, discharge summaries, and operative reports

Medical/Legal Transcriptionist

Edata services philippines, inc

03/2011 - 05/2013 Makati City, Philippines

- Transcribing medical reports converting audio recordings into written documents such as patient histories, discharge summaries, and operative reports
- Workers' Compensation Cases
- Converting patient chart readings into document
- Maintaining confidentiality in handling sensitive information with discretion and adhering to legal and ethical standards

SUMMARY

Medical/Legal Transcriptionist | Quality & Accuracy | Confidentiality | Healthcare Documentation | Medical/Legal Terminology

Dedicated professional with over 8 years of experience in medical and legal transcription, expert in accurate and efficient document conversion and maintaining patient confidentiality. My key achievements include transcribing a high volume of medical reports with a focus on accuracy, and improving documentation turnaround times through effective communication with healthcare professionals. Seeking clients where I can bring my transcription and editing skills to support their mission of delivering exceptional healthcare services.

LANGUAGES

English

Advanced



SKILLS

Dropbox

EMR

Filezilla

HIPAA

MS Office

Slack

Express Scribe

Detail-oriented

Time management

Skilled typing

Tech-savvy

Your Skill

HEENT

Ophthalmology

Cardiology

Family Medicine

Gastroenterology

Hospice Care

Pediatrics

CNS

Orthopedics & Spine

Rheumatology

Oncology

Psychiatric & Rehabilitation

Immunology

Radiology

OB-GYN

EDUCATION

Bachelor of Science in Nursing

Our Lady of Fatima University

10/2010 - 10/2010 Valenzuela City, Philippines

PASSIONS



I am passionate about supporting healthcare professionals with the documentation they need to deliver excellent patient care.