

CONTACTS

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Bocaue, Bulacan, Philippines

SUMMARY

Experienced and detail-oriented medical transcriptionist with 10+ years of expertise in transcribing accurate and timely medical records. Proficient in medical terminology, anatomy, pharmacology, and various healthcare specialties. Skilled in listening, typing, and editing for clarity and precision, while ensuring strict adherence to confidentiality, HIPAA guidelines and Data Protection Act 2018. Committed to providing accurate virtual assistant services that support healthcare providers and enhance patient care.

EDUCATION

Our Lady of Fatima University

Bachelor of Science in Nursing

Valenzuela, Philippines 06/2003 - 10/2007

SKILLS

Medical terminology knowledge ·

Typing speed and accuracy · Listening skills ·

Editing and proofreading ·

Knowledge of HIPAA and confidentiality ·

Attention to detail

CERTIFICATION

Medical Virtual Assistant Certificate

VA's of the Future

HIPAA Training Certificate

VA's of the Future

Medical Terminology Certificate

Alison

EF SET English Certificate

EF Education First

Typing Speed Certificate

Typing.com

KRISMINA MARIE A. SANTIAGO

MEDICAL TRANSCRIPTIONIST

EXPERIENCE

Prescribe Digital

03/2021 - 02/2025

Medical Transcriptionist/Medical Language Expert

- Listen to the dictated report of a speaker or other healthcare worker.
- Transcribe the dictation into referral letters, operative notes, and other documents.
- Identify inconsistencies, errors, and missing information within the report that could compromise patient care.
- Follow strict patient information confidentiality, general medical transcription instruction (GMTI) guidelines and DPA 2018.

Metamorphoskin Rejuvenation Center Co.

02/2017 - 02/2020

Managing Parter

- Oversee day-to-day clinic operations, ensuring efficiency, compliance with health regulations, and high-quality customer service.
- Maintain high standards of customer service, resolve client concerns, and build lasting relationships to promote client retention and satisfaction.
- Ensure the clinic adheres to all health, safety, and licensing regulations relevant to skincare and medical aesthetic practices.

Total Transcription Solutions, Inc

06/2008 - 01/2017

Medical Transcriptionist/Medical Editor

- Listen to the recorded dictation of a doctor or other healthcare worker.
- Transcribe the dictation into patient history, exam notes, operative reports, discharge summaries, and other documents.
- Identify inconsistencies, errors, and missing information within the report that could compromise patient care.
- Follow strict patient information confidentiality and HIPAA guidelines.
- Expertise in editing and proofreading medical documents to ensure proper grammar, punctuation, sentence structure, and overall readability while maintaining the integrity of the content.

KEY ACHIEVEMENTS

● HIPAA Compliance

Maintained strict adherence to HIPAA regulations, ensuring the confidentiality and security of patient health information at all times.

Completed HIPAA certification/training, demonstrating proficiency in patient privacy and data protection practices.

● High-Quality Documentation

Consistently delivered high-quality medical reports in various specialties including dermatology, orthopedics, podiatry, ophthalmology, radiology, pediatrics, etc.

● EHR Navigation

Familiarity with various EHRs such as Practice Fusion, Simple Practice, Open Dental and DrChrono

● Accuracy and Speed

Achieved a transcription accuracy rate of above 98%.

Demonstrated exceptional typing speed of 70+ words per minute.