

Melody Anne Caraig, DVM

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Pope Pious Village, Concepcion, San Pablo City, Laguna, PH 4000

PROFESSIONAL SUMMARY

Licensed veterinarian with over 12 years of experience in clinical documentation, patient care, and medical record management. Skilled in transcribing detailed clinical notes, managing electronic health records (EHR), and supporting diagnostic procedures. Adept at maintaining confidentiality and ensuring compliance with healthcare regulations. Seeking to apply clinical knowledge and documentation expertise in a remote Medical Scribe position.

KEY COMPETENCIES

Clinical Documentation	Patient History & Charting	Virtual Communication
Medical Terminology	HIPAA Compliance	Fast and Accurate Typing (~50 WPM)
Electronic Medical Records (EMR/EHR)	Confidential Data Management	Microsoft Office Google Workspace Zoom

PROFESSIONAL EXPERIENCE

Fluffytown Grooming Center and Wellness Veterinary Clinic

March 2021 - Jan 2025

Owner / Resident Veterinarian

Documented patient assessments, treatment plans, and follow-up notes in clinic records
Maintained and organized detailed patient medical histories and diagnostic reports
Conducted in-person and telehealth consultations, transcribing key medical data accurately
Managed clinic scheduling, inventory, and patient communication

Hayop Kalinga Veterinary Clinic and Poultry Supplies, Inc.

Sept 2013 - Dec 2020

Resident Veterinarian

Recorded clinical procedures, diagnoses, and surgical interventions in patient charts
Interpreted and documented radiology and laboratory findings for provider reference
Collaborated with healthcare staff to ensure consistent and accurate medical records

Animal Station Veterinary Clinic

Sept 2012 - April 2013

Resident Veterinarian

Recorded patient histories, immunizations, and follow-up care notes
Performed and documented lab tests, including hematology and diagnostic imaging
Prepared daily operational and financial reports for clinic management

EDUCATION & CERTIFICATIONS

Doctor of Veterinary Medicine

University of the Philippines - Los Baños
Class of 2012

HIPAA Compliance Training

Feb 2025

Medical Scribe Training

Feb 2025

LANGUAGES

Filipino

Native

English

C2 Level Proficiency