

Prajjwal Bomzon Tamang

Professional Summary

Job Objective: A position for Medical Transcripionist
Profile: Completed Doctor of Medicine with previous experience as a laboratory Technician and patient services. Analytical Medical Transcriptionist, bringing 2 years of experience. Expert at translating medical abbreviations and jargon into long-form. Daily tasks include interpreting medical voice recordings, translating data, writing reports and liaising with doctors.

Experience

PATIENT SERVICE REPRESENTATIVE 01/2009 - 04/2023
Codman Square Health Center, Dorchester

Worked as a customer service agent communicating with patients and their family at Codman Square Health Center located at Dorchester Massachusetts. Scheduled appointments and organized patients medical records.

Resolved customer queries over phone and by email.

Input customer information, call notes and personal data onto internal database.

Provided friendly, attentive service by promptly responding to customer enquiries and processing order requests.

Built rapport with customers through courteous and professional communications.

Upheld privacy and security requirements established by national legislation.

LABORATORY TECHNICIAN
Genetic Services Inc

In Kendall Square, Cambridge Massachusetts

Organized various strains of fruit flies, monitored incubation, mutation and prepared samples for microinjection for experimental designs

PATIENT SERVICE: Worked as a customer service agent communicating with patients and their family at Codman Square Health Center located at Dorchester Massachusetts

Scheduled appointments and organized patients medical records.

Core Qualifications

- Medical terminology knowledge
- Error identification
- Quality checking
- Voice recording translating
- Digital dictation
- Transcript editing
- Legal transcription
- Data handling

Education

Doctor of Medicine, August 2022
OUR LADY OF FATIMA UNIVERSITY, Valenzuela City

Bachelors of Science, Biology, Pre-Medicine, May, 2009
GORDON COLLEGE, Wenham, Massachusetts

May, 2005
HAMILTON WENHAM REGIONAL HIGH SCHOOL, South Hamilton