

RACHELL B. FLORES-BOTALON

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Detail-oriented and accurate Medical Transcriptionist with 14+ years' track record of grasping each word of medical audio recording, dictations, and verbatim and transcribing the same in an explanatory manner. Seeking a full-time position to begin my career in a high-level professional environment.

EXPERIENCE

APRIL 2021 – PRESENT

**PART-TIME MEDICAL TRANSCRIPTIONIST (HOME-BASED),
PRIVATE COMPANY, - NEW YORK, USA**

- Listen to the recorded dictation of a doctor or other healthcare worker
- Interpret and transcribe the dictation into patient history, exam notes, operative reports, referral letters, discharge summaries, and other documents
- Review transcription documents for quality assurance and precision to spot and correct any errors that could impact patient care and medical liability
- Maintain strict adherence to patient confidentiality according to provider standards and government regulations
- Work with transcription equipment that can include speech recognition equipment, word processing, and computer software

NOVEMBER 2014 – JANUARY 2019

**HOME-BASED MEDICAL TRANSCRIPTIONIST, MEDISCRIBES SOLUTIONS (INDIA)
PVT. LTD., - AHMEDABAD, GUJARAT, INDIA**

- Transcribes dictated reports accurately within established standards
- Performs all clerical duties related to medical transcription
- Maintain ongoing personal education to ensure continuous quality improvement
- Transcribes and/or edit dictated correspondence and reports. May create, maintain, and retrieve patient medical records
- Keeps apprised of any changes in Account Specifics for accounts worked
- Strong background in medical terminology
- Responsible for covering shift to which they have been assigned

MAY 2010 – FEBRUARY 2014

MEDICAL TRANSCRIPTIONIST/EDITOR, DATA-QUEST E-OUTSOURCING, INC.
-TABACO CITY, ALBAY, PHILIPPINES

Strong attention to detail Basic knowledge of medical terminology Possess a strong work ethic and a high level of professionalism Good communication skills Proficiency in typing and the use of personal computers, data terminals and/or dictation devices/systems and standard applications software Highly organized Knowledge of business office procedures, equipment and medical terminology Ability to operate office equipment such as computers. General office skills including proficient computer skills

TRAINING/CERTIFICATION

MEDICAL VIRTUAL ASSISTANT TRAINING COURSE, VAs OF THE FUTURE,
NATIONAL CAPITAL REGION, PHILIPPINES

MEDICAL TRANSCRIPTION FINISHING COURSE, E-TRANSCRIBE EDUCATION
SYSTEM, MTC ACADEMY ALBAY
TABACO CITY, PHILIPPINES

MEDICAL TRANSCRIPTION ON-THE-JOB TRAINING, DATAQUEST E-OUTSOURCING,
INC.
TABACO CITY, PHILIPPINES

EDUCATION

▪ **MAY 2007 – APRIL 2010**
▪ **MEDICAL TRANSCRIPTION NCII, E-TRANSCRIBE EDUCATION SYSTEM, MTC**
▪ **ACADEMY ALBAY**
▪ **TABACO CITY, PHILIPPINES**

▪ **JUNE 2009 – JULY 2009**
▪ **MEDICAL TRANSCRIPTION FINISHING COURSE, E-TRANSCRIBE EDUCATION**
▪ **SYSTEM, MTC ACADEMY ALBAY**
▪ **TABACO CITY, PHILIPPINES**

SKILLS

- Typing proficiency.
- Passion for accuracy.
- Demonstrate critical thinking and attention to detail.
- Excellent grammar.
- Knowledge of medical terminology.

QUALIFICATIONS

- Excellent communication skills.
- Ability to work and communicate in a positive and cooperative manner.
- Ability to use designated reference materials.
- Ability to operate designated word processing.
- Strong physical ability and stamina to perform the essential functions of the position.
- Can work under minimal supervision and is a fast learner.
- Reliable and professional.

CHARACTER REFERENCE

CHARLYN BARSAGA-CAÑETE MEDICAL
TRANSCRIPTIONIST (HOME-BASED) RAPID
MEDICAL TRANSCRIPTION (63) 915-680-8737

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AIMEE BUELVA MEDICAL TRANSCRIPTIONIST
(HOME-BASED) RAPID MEDICAL
TRANSCRIPTION
(63) 999-577-5806

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MA. ISABEL BODINO-MALAPO
Rapid Medical Transcription
MEDICAL TRANSCRIPTIONIST (HOME-BASED)
(63) 948-018-5511

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