**Skills Summary**

* 25 years experience as Medical Transcriptionist
* Typing skills of 120 wpm.
* Knowledge of medical terminology and the various medical specialties as required in areas of responsibility.
* Excellent auditory and keyboarding skills
* Ability to work and communicate in a positive and cooperative manner.
* Knowledge of Photoshop, graphic design.
* 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.
* Willingness to further education either by schooling or on-the-job training

**Employment History**

**SurfkY News Group** - Madisonville, KY

Data Entry/Content Specialist/Graphics, 2010 to Present

Position Responsibilities: Formatting and proofing of stories before going live online. Create graphics as needed for stories.

**Women Only Fitness** – Madisonville, KY

Front desk staff, Opener, 2011 to 2013 (Monday and Wednesday mornings 5:30 a.m. - 8:00 a.m.)

**Medical Transcription** – Brooks Horsley, M.D., Radiologist - Madisonville, KY

IC - Radiology Transcriptionist, 2004 to Present (2 evenings a week)

Position Responsibilities: Collect microcassette tape, accurately transcribed MRI, CT, Ultrasound, and Plain films and fax to appropriate facilities in a timely manner.

**Medical Transcription** - Bluegrass Mobile X-ray - Madisonville, KY

IC - Radiology Transcriptionist, 2004 to 2011 (five evenings a week)

Position Responsibilities: Collect microcassette tape, accurately transcribed Plain films and fax to appropriate facility in a timely manner.

**Rural King** – Madisonville, KY

Cashier, 2008 - 2009

**Medical Transcription** - Sandidge Office Services - Madisonville, KY

Medical Transcriptionist 2004 to 2010 (company bought out by another company)

Position Responsibilities: Transcribed in-house as well as outlying satellite clinics when needed. Trained new employees, verifying accuracy of patient information such as name and identification number; verify accuracy of transcription for correct punctuation, grammar, and spelling. I was sent to outlying clinics for overflow work. *Work Types*: Psychiatric, Family Practice, Physical Therapy, Radiology, Acute Care, Basic 4

**Medical Transcription** - William F. Smith, M.D., Dermatology - Madisonville, KY

IC - Medical Transcriptionist, 2003 - 2004

Position Responsibilities: Collect microcassette tape, accurately transcribed Dermatology reports and fax to appropriate facility in a timely manner.

**medical Transcription** – MultiCare Specialists, PSC - Madisonville, KY

Full time Medical Transcriptionist - (Company now owned by OMHS), 1995 to 2002

Position Responsibilities: Transcribed in-house; Trained new employees, verifying accuracy of patient information such as name and identification number; verify accuracy of transcription for correct punctuation, grammar, and spelling. *Work Types*: Family Practice, Emergency Medicine, Occupational Therapy, Physical Therapy, Cardiology, Orthopedics, Radiology, Women’s Healthcare, ENT, and Urology.

**Legal Secretary** - People Plus - Madisonville, KY

Hired by People Plus to work at various lawyer offices for temporary help -1995

**Medical Transcription** – Telemed, Inc. - Madisonville, KY

Full time Medical Transcriptionist - CLOSED (no way to contact) 1995

*Work Types*: Family Practice, Emergency Medicine, Physical Therapy

**Medical Transcription** - Regional Medical Center - Madisonville, KY

Full time Medical Transcriptionist - (Now named Baptist Health) - 1991 - 1995

Position Responsibilities: Transcribed in-house, verifying accuracy of patient information such as name and identification number; verify accuracy of transcription for correct punctuation, grammar, and spelling. I was transferred to the Radiology Department and single-handedly kept the transcription department running smoothly and with a 24 hour turnaround time. *Work Types*: Family Practice, Emergency Medicine, Occupational Therapy, Physical Therapy, Cardiology, Orthopedics, Radiology, Women’s Healthcare, ENT, and Urology.

**Medical Transcription** – Trover Clinic - Madisonville, KY

Full Time Medical Transcriptionist - Rotated through Earlington, Madisonville, Princeton Satellites, 1987 to 1991

Position Responsibilities: Transcribed in-house at multiple clinic satellites as needed, verifying accuracy of patient information such as name and identification number; verify accuracy of transcription for correct punctuation, grammar, and spelling. *Work Type*: Family Practice.

Wendy's Restaurant – Madisonville, KY

Waitress, 1985 to 1987

Education

Health Occupation Annex– Madisonville, KY

Medical Office Secretary Degree, 1987 (11 month course)

Madisonville North Hopkins High School – Madisonville, KY

Business Degree, 1985

Hobbies

Volunteering

Glema Mahr Fine Arts Center

Free Cakes for Kids

Hopkins County Humane Society