



**MARY JONES**

123 ABC St., Atlanta, GA 55555 • 555-555-5555 • someone@example.com

# MEDICAL TRANSCRIPTIONIST

Medical Transcriptionist that is very detail oriented. I pay close attention to grammar and punctuation.

Skills include:

- *Excellent Proofreading Skills*
- *Medical Terminology Knowledge*
- *Knowledge of the Style & Formats according to the AHDI Book of Style.*
- *Average LPH is 200*
- *99% Accuracy Level*
- *Proficient in Microsoft Word*
- *Excellent Researching Skills*
- *HIPAA Knowledge*
- *Knowledge in the transfer of files through secure FTP software.*
- *Knowledge in using MS Word*

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## Education

(School Name) - School of Medical Transcription -  
(City), (State) - (Contact Information)

I received a certificate in medical transcription on December 12, 2009.

I completed comprehensive course work (600 hours) in medical terminology, anatomy and physiology, grammar and punctuation, proofreading and editing, equipment and technology, ethical and legal responsibilities as a medical transcriptionist. My training also included over 200+ medical reports in a variety of medical fields. I also was trained on how to proofread and edit reports created by SRT software. This school follows the AHDI (formally known as The American Association for Medical Transcription) model curriculum

Southwestern College, Winfield, Kansas Bachelor of Arts, Biology June 2001.

**High School Diploma**, SOMETOWN HIGH SCHOOL — Sometown, OH, 1998

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## Professional Experience

Internship for ABC COMPANY

I worked in medical transcription via Review of Systems School of Medical Transcription and California Medical Transcription. 12/09 to 03/10

I worked from my home office transcribing dictation for a large teaching hospital. Transcribed at least 80 hours of dictation, including discharge summaries, letters, consultations, operative reports, and clinic notes.

KPL Gas, Kansas City, Missouri 01/04 to 11/09 Word Processing Specialist

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**References** The references section can have a direct quote from a previous employer or it can have the phrase "References available upon request".

[www.mtathome.com](http://www.mtathome.com)