
Transcription Manager Resume

Job Objective

Would like to be considered for Transcription Manager at your company where I can be of service to those employees who would be on my team.

Highlights of Qualifications:

- Admirable experience in managing all transcription for hospital, administering health care facilities and maintaining medical records
 - Outstanding knowledge of medical terminology, microbiology, anatomy and physiology
 - Huge knowledge of transcription equipments
 - Remarkable ability to manage multiple projects and prioritize work
 - Ability to maintain good working relations with subordinates
 - Proficient in understanding transcription operating systems
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Professional Experience:

Transcription Manager

Frederick Memorial Hospital, Los Angeles, CA

October 2008 – Present

- Developed and maintained all departmental reports and records.
- Coordinated with supervisors, Quality Assurance members, technicians and administered working of transcription department.
- Administered implementation of all departmental policies and procedures and updated it as required.
- Assisted medical staff, administrators and IT personnel in all transcription related activities.
- Managed and prepared budget for transcription activities according to company policies.
- Maintained time sheets and time off requests from employees and maintained information to be submitted to Benefits Coordinator.
- Identified issues and resolved all issues.
- Planned and scheduled transcription work and ensured member utilization to fullest.

Transcription Supervisor

St. Agnes Hospital, Los Angeles, CA

August 2003 – September 2008

- Managed operation of Transcription department and ensured effective operations.
- Oversaw all transcription activities of departments and ensured compliance with regulations.
- Monitored confidential information and ensured its accessibility to authorized personnel only.
- Coordinated with physicians and patients, ensured customer satisfaction.
- Administered all statistical data for medical transcription and ensured compliance with quality and quantity.
- Organized all outsourced transcription services and medical staff operations.

Transcription Lead

Shared Services, Los Angeles, CA

May 1998 – July 2003

- Administered transcription quality reviews for internal staff.
 - Coordinated with vendors and evaluated its quality findings.
 - Developed guidelines for qualified transcriptionists.
 - Monitored all feedback provided by physicians for quality of transcription services.
 - Facilitated transcription work in a team and resolved all problems.
 - Assisted Transcription Manager and ensured completion of transcription on time.
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Education:

Bachelor's Degree in Management

Coppin State University, Baltimore, MD

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