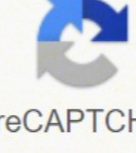
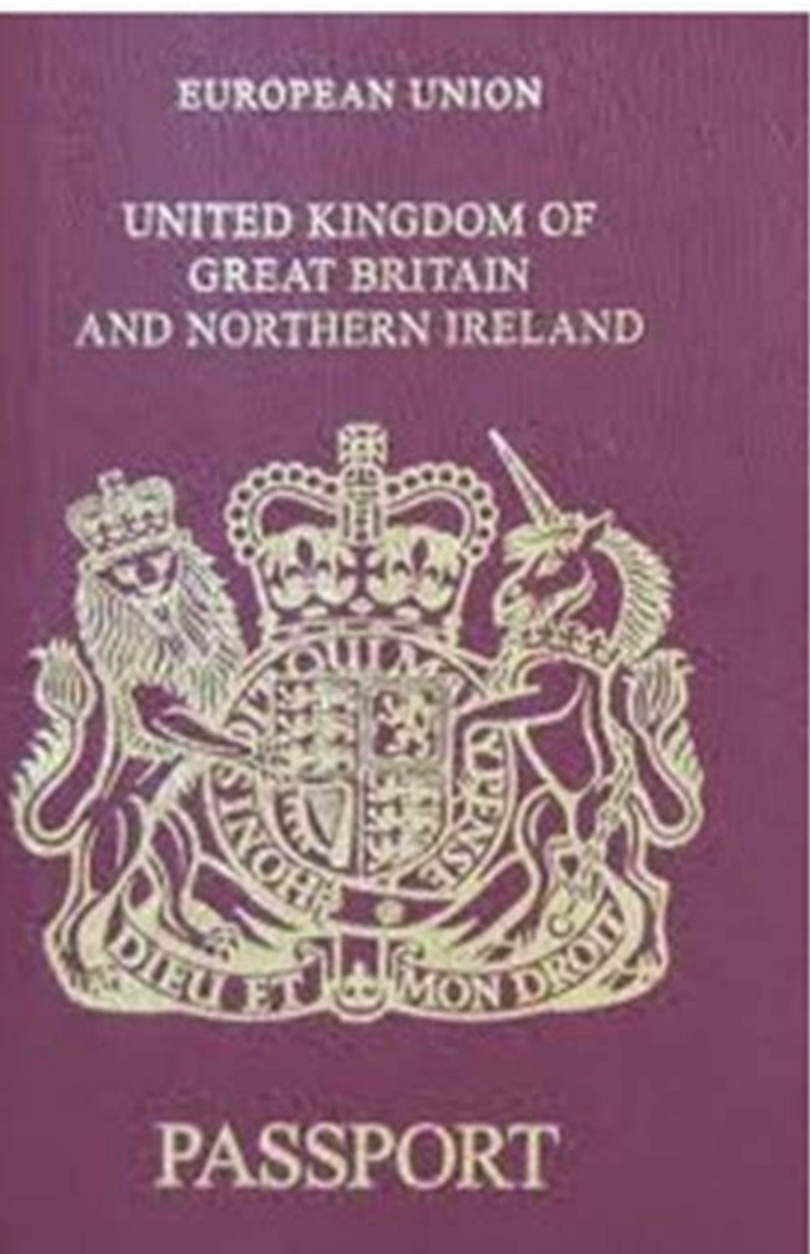
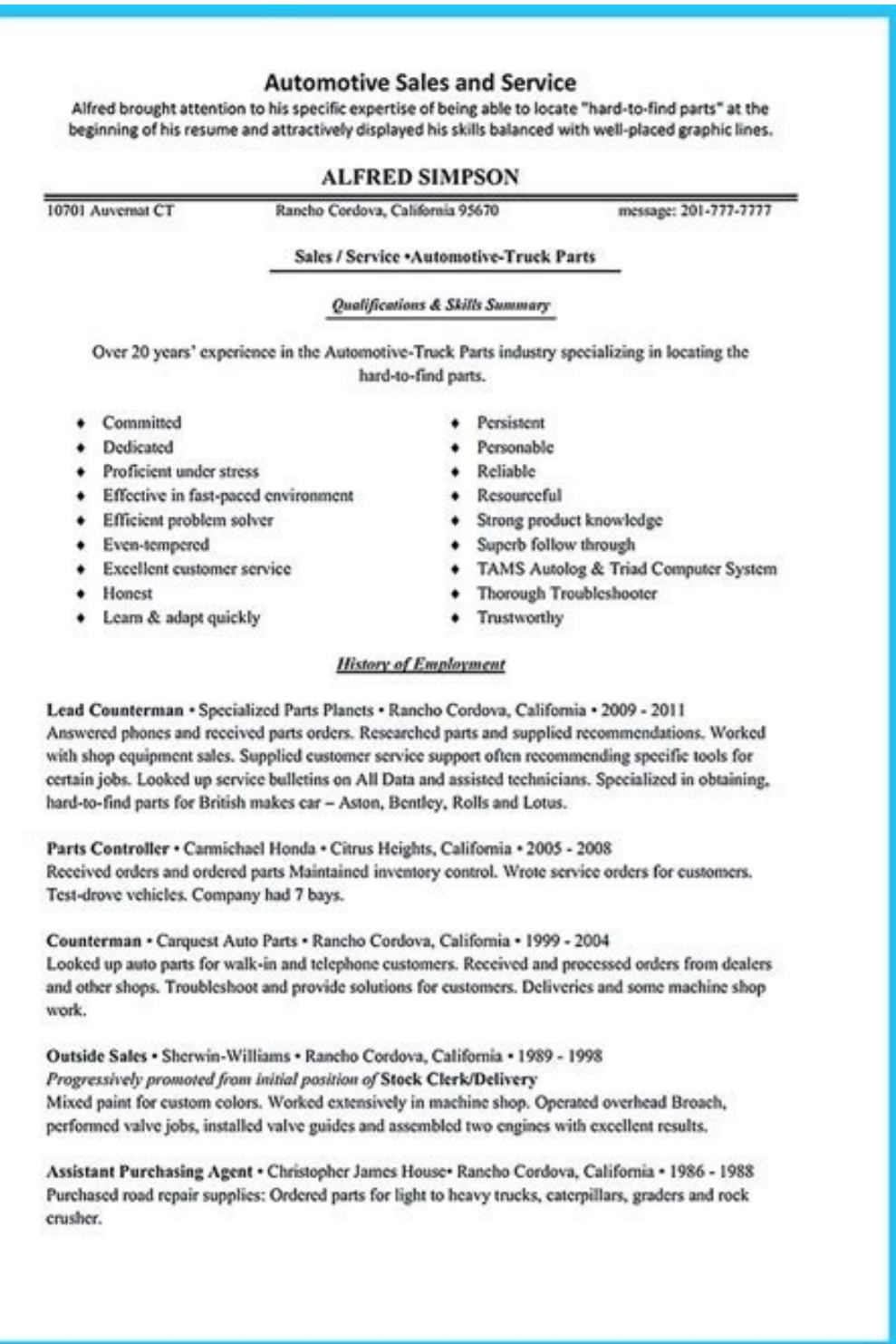


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MEDICAL SCRIBE RESUME

16 George Street Ave. Chino, CA 91710 (951) 941-1701 resumes@medsc.com

Dedicated Medical Scribe with 9+ years of experience in dynamic health care settings. Adapt at scheduling and coordinating patient treatments, collecting information for patient visits, and helping physicians deliver effective patient care. Instrumental in documenting medical history of patients, tracking lab and X-ray results, and recording consultations with health care professionals, patients, and family members.

PROFESSIONAL EXPERIENCE

ENLOE MEDICAL CENTER, Chino, CA

Medical Scribe, September 2019-present

- Maintain 100% accuracy of medical records by entering patients' information into EHR
- Manage various health care-related tasks, such as conducting diagnostic tests, sending prescriptions to pharmacies, and educating patients on treatment procedures
- Recorded 1,000+ patients' medical histories, test results, and vital signs
- Coordinate the treatment of 100+ patients in accordance with FDA guidelines
- Streamlined the patient scheduling system, reducing patient wait time by 40%

NORTHWESTERN MEDICAL CENTER, Chicago, IL

Medical Scribe, July 2019-September 2016

- Collected information for patient visits and facilitated effective patient care during consultations
- Documented medical history of 1,500+ patients while maintaining 99% record accuracy according to external audit results
- Recorded patient histories and examinations, which reduced paperwork volume by 47%
- Prepared detailed health care summaries of each patient and presented patients' cases to physicians prior to their visits
- Maintained 12-15 patients' charts daily by inputting information on present disease history, symptoms, physical examinations, diagnosis, and treatment plan

EDUCATION

RIVER BROOK UNIVERSITY, Chicago, IL

Bachelor of Science in Biology, June 2010

- Honors summa cum laude (GPA: 3.9/4.0)

ADDITIONAL SKILLS

- Proficient in Microsoft Office (Word, Excel, and PowerPoint), and EMRS
- Bilingual, fluent in French and English



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