

<p><b>CURRICULUM VITAE</b></p> <p>Mobile Number: 0593-787-917  E-Mail: <a href="mailto:sher14372000@yahoo.com">sher14372000@yahoo.com</a>  Date of Birth: 07 January 1979  Nationality: Filipino  Religion: Catholic  Marital Status: Single</p>	<p><b>SHERWIN CAFIRMA DALIDA</b></p> <p>Medical Transcriptionist  Medical Records Clerk</p> <p>Dammam 32243 Al Badiyah  Saudi Arabia</p>
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Synopsis

As a **Medical Transcriptionist**, I usually read the handwritten of a doctor or other healthcare professional. Transcribe and interpret the data into diagnostic test results, operative reports, referral letters, and other documents involving a wide variety of difficult medical terminology such as x-ray and surgical reports, patient histories, physical examinations, consultations, discharge summaries.

I had worked also as a **Medical Records Clerk** which includes creating new medical records and retrieving existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer; delivering records.

<b>SKILLS</b>	<p>Good typing skills and a good memory as a Medical Transcriptionist as well as superior organizational skill as a Medical Records Clerk.</p> <p>Excellent – Inter-Hospital Network Program Operation  Understand medical terminology and abbreviations  Proofread and edit reports  Type letters, correspondence, and other medical documentation</p>
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<b>EDUCATION</b>	<p><b>BACHELOR OF SCIENCE IN NURSING</b>  October 2004 to October 2008  World Citi Colleges - Antipolo, Philippines</p> <p><b>BACHELOR OF COMMERCIAL SCIENCE MAJOR IN MANAGEMENT</b>  June 1997 to April 2001  Jose Rizal University, Mandaluyong City Philippines</p>
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<b>BOARD LICENSE</b>	<p><b>PROFESSIONAL REGISTERED NURSE – REGISTRATION NO. 0563764</b>  August 14, 2009  Professional Regulatory Commission (PRC), Philippines</p>
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<b>CURRENT WORK EXPERIENCE</b>	<p><b>MEDICAL TRANSCRIPTIONIST</b>  March 10, 2019, up to present  Dr. Alnaamy Specialist Hospital, Dammam Saudi Arabia</p> <ul style="list-style-type: none"> <li>➤ <i>Decide which information should be included or excluded in reports.</i></li> <li>➤ <i>Distinguish between homonyms, and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.</i></li> <li>➤ <i>Identify mistakes in reports, and check with doctors to obtain the correct information.</i></li> <li>➤ <i>Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.</i></li> <li>➤ <i>Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material.</i></li> <li>➤ <i>Return dictated reports in printed or electronic form for physicians' review, signature, and corrections, and for inclusion in patients' medical records.</i></li> <li>➤ <i>Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.</i></li> <li>➤ <i>Transcribe dictation for a variety of medical reports such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, and/or discharge summaries.</i></li> </ul>
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<b>PREVIOUS WORK EXPERIENCE</b>	<p><b>MEDICAL RECORDS CLERK</b>  January 18, 2017 to March 09, 2019  Procure Riaya Hospital, Dhahran, Saudi Arabia</p> <p><b>ADMINISTRATIVE CLERK</b>  June 08, 2013 to December 31, 2016  Dr. Fakhry &amp; AL Rajhi Hospital, Al Khobar Saudi Arabia</p> <p><b>STAFF NURSE</b>  November 11, 2011, to February 11, 2013  La Verna Home of Integrated Eldercare  Marikina City Philippines</p>
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<b>CERTIFICATE</b>	<p>Certificate of Appreciation – for valuable contribution in achieving CBAHI accreditation 2020  AlNaamy Specialist Hospital</p>
<b>TOKEN OF APPRECIATION</b>	<p>Certificate of Appreciation – for valuable contribution in achieving JCI re-accreditation  September 2018, Procure Riaya Hospital</p>

	<p>Certificate of Attendance – Fire Safety Training April 2017 Procure Riaya Hospital</p> <p>Certificate of Completion – First Aid and CPR course 02-Dec-2015 Saudi Electricity Company</p>
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<b>LANGUAGES</b>	English 	Filipino 	Arabic 
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<b>SOFTWARE SKILLS</b>	Microsoft Office 
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<b>STRENGTHS</b>	<p>Adaptability    Great Penmanship    Problem-Solving    Patience</p> <p>Critical Thinking    Helpfulness    Learn from Mistakes    Hospitality</p> <p>Fast Learner    Highly Creative    Multitasking    Responsible</p>
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<b>REFERENCES</b>	Upon request
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