

SHANMUGAKUMAR RAJASEKARAN G

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☐ Coimbatore, Tamil Nadu, India

☐ Medical Transcriptionist | Medical Scribe | Quality Analyst

☐ English, Tamil – Fluent

PROFESSIONAL SUMMARY

Experienced healthcare documentation expert with over 22 years in transcription, editing, scribing, and quality leadership. Skilled in managing end-to-end documentation workflows, mentoring teams, and delivering precise, client-ready reports across multiple specialties. Capable of improving operational quality, compliance, and productivity through training, analysis, and continuous feedback.

CORE SKILLS

- Advanced Medical Transcription & Editing
- Live Scribing & Real-time Clinical Note Generation
- Electronic Health Record (EHR) Expertise – Athenahealth
- Quality Assurance Audits & Process Optimization
- Team Leadership, Coaching & Performance Evaluation
- Typing Speed 65+ WPM with 98%+ Accuracy
- Strong English Grammar, Spelling & Punctuation
- Cross-specialty Medical Terminology Knowledge
- HIPAA Compliance & Documentation Confidentiality

PROFESSIONAL EXPERIENCE

Medical Transcriptionist/Editor - Radiology | Canscribe Solutions

June 2024 – May 2025

- Transcribe and edit complex radiology reports with 98%+ accuracy using standardized templates and advanced medical terminology.
- Conduct QA audits and mentor junior transcriptionists on reducing recurring errors, ensuring compliance with internal and client guidelines.

Medical Scribe | AQuity Solutions India Pvt. Ltd.

Jan 2024 – May 2024

- Generated high-quality clinical documentation in real-time during patient-physician interactions.
- Streamlined EHR updates and minimized physician documentation burden, enhancing clinic workflow efficiency by 20%.

Senior Executive Scribe | Vishwa Transcription Services Pvt. Ltd.

Dec 2020 – Nov 2023

- Led a team of scribes handling diverse medical specialties; ensured consistent, high-quality documentation in athenahealth EHR system.
- Captured detailed physical exam findings and lab/radiology data from physician dictations, ensuring clarity and legal accuracy.

Senior Quality Analyst - Medical Transcription | Softscribe Business Solutions

Jun 2016 – Nov 2020

- Conducted comprehensive QA reviews across high-volume transcription output; reduced average error rates by 35%.
- Developed SOPs and quality metrics to standardize transcription guidelines, resulting in improved client satisfaction scores.

Healthcare Documentation Specialist | MModal Global Services Pvt. Ltd.

Jan 2016 – May 2016

- Edited manuscripts and clinical records for physicians and researchers, ensuring clarity and compliance with journal formatting.
- Maintained strict adherence to medical documentation standards and timelines in a fast-paced production environment.

Senior Quality Analyst - Medical Transcription | Spot-On Solutions

Aug 2010 – Jan 2016

- Supervised daily QA functions and implemented feedback loops, reducing rework by 25%.
- Trained and evaluated over 20 transcriptionists on accuracy, turnaround, and specialty-specific terminology.

Super Quality Analyst | CBay Systems India Pvt. Ltd.

Jul 2009 – Jul 2010

- Managed post-audit QA processes for major hospital clients and oversaw error trend reporting and resolution strategies.

- Worked cross-functionally with client support teams to streamline workflows and improve documentation outcomes.

Senior Medical Editor | IndoAmerican Transcription Services

Jan 2004 – Jun 2009

- Reviewed, edited, and finalized complex dictations across multiple specialties including cardiology and oncology.
- Delivered feedback to MTs and junior editors; initiated internal documentation guidelines to improve consistency.

Medical Transcriptionist | KG Information Systems Pvt. Ltd.

Apr 2000 – Dec 2003

- Transcribed high-volume physician dictations including discharge summaries, op notes, and consult reports.
- Gained foundational experience across various specialties while consistently maintaining >98% accuracy rate.

EDUCATION

Bachelor of Commerce – S.N. Educational Research & Examination Board – 2005

HSC (12th Standard) – N.K.M. Higher Secondary School – 1999

SSLC (10th Standard) – Little Flower Higher Secondary School – 1997

SPECIALIZATIONS

Gastrointestinal & Genitourinary, Cardiology, Pulmonology, Neurology, Psychiatry, Obstetrics & Gynecology, Orthopedics, Dermatology, Hematology & Oncology, Ophthalmology, ENT

ADDITIONAL INFORMATION

Date of Birth: 13 Oct 1981

Marital Status: Married

Nationality: Indian

Languages: English, Tamil (Fluent in both)