

# MORGAN RAYE

CERTIFIED MEDICAL TRANSCRIPTIONIST / EDITOR / PROOFREADER

## ABOUT MYSELF

I am a professional Certified Medical Transcriptionist/editor/proofreader with almost 30 years' experience, looking to secure a challenging and rewarding position where my exceptional eye for detail and love for words can make a difference.

📍 1309 Bramblewood Ln., Eugene  
📞 541-232-1077  
✉ ms.morgan.raye@gmail.com

### WORK EXPERIENCE

#### MEDICAL TRANSCRIPTIONIST EDITOR/PROOFREADER

##### OREGON LUNG ASSOCIATES

Edited and proofread transcribed notes, ensuring they adhered to strict hospital guidelines. Heavy data entry, scrupulous attention to detail, and vast knowledge of spelling, grammar, and medical terminology.

#### CERTIFIED MEDICAL TRANSCRIPTIONIST

##### SLOCUM ORTHOPEDICS

Transcribed, edited, and proofread consult notes, H&Ps, preop notes, insurance letters, etc. Proficient in Wordperfect, Word, EMRs, voice files (dss), Dragon, Point & Click. Heavy amounts of research, faxing, documentation, record-keeping, quality assurance.

#### SENIOR MEDICAL LANGUAGE SPECIALIST

##### OREGON MEDICAL GROUP

Transcribed dictation for many specialties including oncology, pediatrics, OB/GYN, gastroenterology, otolaryngology, internal medicine, etc. Used both tape and Internet systems. Produced fast, accurate documents, including STAT notes for Urgent Care.

### OTHER WORK

#### INDEPENDENT CONTRACTOR

##### US DISABILITY CLAIMS TRANSCRIPTION

Transcribed federal disability Independent Medical Evaluations (IMEs) for various doctors. Formatted and edited medicolegal documents from encrypted sound files with a turn-around time of less than 24 hours. Heavy record-keeping, critical thinking skills, and strict adherence to policy.

#### PUBLISHED AUTHOR

##### TRADITIONALLY PUBLISHED AUTHOR

Extensive experience with research, plotting, writing, editing, and delivering product under deadlines. I have published many short stories, articles, and novels.

### EDUCATION

#### UCLA

Los Angeles, California  
Bachelor of Arts Degree, English

#### JOHN MARSHALL HS

Los Angeles, California  
General studies; emphasis on writing, communications, drama

### CERTIFICATIONS

#### LANE COMMUNITY COLLEGE

Eugene, Oregon  
CMT Certification  
(Certified Medical Transcriptionist & Medical Language Specialist)

#### IATSE PROJECTION SCHOOL

Los Angeles, California  
CTS Certification  
(Certified Cinema Projection)

### PRO SKILLS

EDITING

PROOFREADING

MEDICAL  
TERMINOLOGY

QUALITY  
ASSURANCE

HIPAA/EMR/  
AAMT

TYPE 90 WPM