



JENRICK O.

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Medical Scribing / Transcription
- Medical Records Management
- EMR Expertise
- Intake Coordination
- Appointment Scheduling
- E-Mail Management
- Chronic Care Management

TOOLS

EMR (eClinicalWorks Practice Fusion TherapyNotes)
Microsoft Office
Google Workspace
Project / Task Management
Tools (Trello, Slack, Etc.)

PERSONAL PROFILE

Detail-oriented and clinically knowledgeable Virtual Teammate, specializing as a **Medical Scribe**, with 3+ years of experience supporting U.S.-based physicians across multiple specialties, including neurosurgery, cardiology, wellness / weight loss and psychology. Adept in synchronous and asynchronous scribing of patient encounters in different EMR, and coordination of medical records with precision and confidentiality. Committed to delivering accurate, timely, and organized documentation that enhances provider efficiency and improves overall patient care. Known for a proactive work ethic, strong communication skills, and the ability to thrive in fast-paced virtual healthcare settings.

WORK EXPERIENCE

MEDICAL SCRIBE / MEDICAL VIRTUAL ASSISTANT

Wellness/Weight Loss Clinic, VA, USA; August 2024 - March 2025

- Live Medical Scribing during patient consultation.
- Medical Transcription
- Patient chart / records preparation in EMR (ECW)
- Prescription refills
- Receiving, assigning and responding to documents received via fax / e-mail

MEDICAL SCRIBE / MEDICAL VIRTUAL ASSISTANT

Neurosurgery Practice, Florida, USA; July 2023 - July 2024

- Live Medical Scribing during patient consultation.
- Medical Transcription
- Patient chart / records preparation in EMR (ECW)
- Prescription refills
- Receiving, assigning and responding to documents received via fax / e-mail

MEDICAL SCRIBE / MEDICAL VIRTUAL ASSISTANT

Cardiology Practice, Texas, USA; October 2022 - June 2023

- Live Medical Scribing during patient consultation and hospital rounds.
- Prescription refills
- Patient chart / records preparation in EMR (ECW)
- Chronic Care Management
- Processing Referral and scheduling patients for an appointment / procedure.
- Receiving, assigning and responding to documents received via fax / e-mail

MEDICAL VIRTUAL ASSISTANT / MEDICAL SCRIBE

Ophthalmology Practice, New York; June 2022 - August 2022

- Live Medical Scribing during patient consultation
- Prescription refills
- Patient chart/ records preparation in EMR (Medent)
- Transcribing / Entering medical information (diagnostic test results, patient history, doctor/office notes from other practice, etc.)
- Calling patients to take history, provide health teachings, remind appointment schedule

MEDICAL TRANSCRIPTIONIST

Doctors / Practice, California; March 2015 – June 2015 (Project-based)

- Transcribing audio recordings of patient consultation (including ROS, HPI, PMHx, SxHx SHx, Meds, Assessment, Treatment Plan, etc.)

EDUCATION HISTORY

Bachelor of Science in Nursing

- Capitol Medical Center Colleges 2006 - 2008

Associate in Health Science Education

- Associate in Health Science Education Trinity University Asia 2004 - 2006