Sara Thornton

207 Riverbend Dr – Beech Island, SC 29842 • 803-226-3326
Email: sthornton_85@outlook.com

Education:

Florida Department of Education – Graduate of 2003 - General Education Diploma
Southwest Florida College – Graphic Design - Graduate of 2008 – Associate of Applied Science
Everett Community College - Medical Transcription (CareerStep) - Graduate of 2011 – Certificate
Everett Community College – Medical Billing and Coding – Current Student 2024 – Associate of Technical Arts

Work History:

Amphion Medical Solutions
April 2014 through August 2015
8301 Excelsior Dr, Madison, WI 53717 - Phone: 608-227-0560
Job tasks: Transcribe medical documents per provider dictation.

ProScript Documentation Services LLC
December 2015 through August 2017
7131 Curtiss Ave #4, Sarasota, FL 34231 - Phone: 941-316-0229
Job tasks: Transcribe medical documents per provider dictation.

M1 Healthcare Solutions LLC
April 2018 through April 2022
414 PR 2752 London, AR 72847 - Phone: 479-754-1503
Job tasks: Transcribe medical documents per provider dictation, then apply that information into the patient's EHR.

PennHealth Informatics LLC
July 2022 – July 2024 (Company-wide layoffs due to loss of business)
2 Neshaminy Intrpx Dr #312, Trevose, PA 19053 - Phone: 215-395-8946
Job tasks: *Transcribe medical documents per provider dictation, then apply that information into the patient's EHR.*

Relevant Skills:

Type approximately 85 WPM.
Advanced English and grammar skills; classes through CareerStep.
Fluent internet, searching and analytical skills.
Pleasant, friendly attitude, always willing to help customers with their needs.

Computer Specifications:

- AMD Ryzen 7 5800X 8-core 3.8GHz processor
- 32 GB DDR4 RAM
- Windows 10 Pro 64-bit
- Nvidia GeForce RTX 3060 Ti 8GB graphics card
- Eclipse USB 3-button foot pedal (I also have the Infinity foot pedal)
- Cable internet ethernet connection - 192 mb/s download and 10 mb/s upload speed
- 4 years of experience with offline scribing utilizing DAX and Epic platforms