



# Maheshwara Rao Guntuku

Senior Process Executive

## PROFILE SUMMARY

Bringing extensive expertise in medical transcription, I excel in precisely transcribing medical records, dictations, and reports. Proficient in medical terminology and meticulous attention to detail, I ensure the delivery of accurate transcriptions within stringent timelines. Skilled in utilizing transcription software and upholding patient confidentiality in adherence to HIPAA regulations, my focus on precision and efficiency consistently enhances documentation and communication within healthcare settings. Committed to facilitating seamless healthcare operations, I am dedicated to delivering exceptional transcription services.

## EDUCATION

- 2009 B.Sc  
Nagpur University
- 2004 XIIth  
English
- 2002 Xth  
English

## WORK EXPERIENCE

- Jul 2023 - Apr 2025 Senior Process Executive  
Cognizant Technology Solutions India Pvt Ltd  
medical scribing and medical interpreter
- Jun 2010 - Apr 2022 Medical Transcriptionist Editor  
Aquity Solutions Pvt Ltd  
medical transcriptionist
- May 2022 - Jun 2023 Quality documentation specialist  
Nuance India Pvt Ltd  
Medical scribing

## Projects

## PERSONAL INFORMATION

- Email  
maheshraoguntuku@gmail.com
- Mobile  
(+91) 9515715142
- Total work experience  
14 Years 7 Months

## KEY SKILLS

- Medical Transcription
- Proofer
- Medical Scribe Specialist

## OTHER PERSONAL DETAILS

- City Ponduru
- Country INDIA

## HOBBIES

- Playing and watching cricket.

## LANGUAGES

- Hindi
- English
- Telugu

12 Months

## Microsoft nuance Dax

Developed and implemented innovative strategies to improve project efficiency, resulting in a 15% reduction in overall project duration.

Collaborated with cross-functional teams to successfully deliver the Microsoft Nuance Dax project within the specified timeline, ensuring client satisfaction.

Utilized agile project management methodologies to drive the successful completion of the Microsoft Nuance Dax project, meeting all key milestones and deliverables.

## COURSES COMPLETED

### Udemy courses

Provider Credentialing & Contracting (101- Basics)

Provider Credentialing (201-Intermediate)

Provider Credentialing (301-Advanced)

Credentialing - CAHQ (101 Basics)

Medical Coding (101-Basics)

Medical Coding (201-Intermediate)

Medical Coding (301-Advanced)

Data Management Plan (101-Basics)

Introduction and Evolution of Pharmacovigilance (101-Basics)

Overview of Good Pharmacovigilance Practices (101-Basics)

Basic of Accounts Receivables (101-Basics)

Accounts Receivables - Duplicate (201-Intermediate)

Accounts Receivables - Non Covered Charges (201-Intermediate)

Hi-Tech Domain (201-Intermediate)

Consumer Complaint Management (101-Basics)

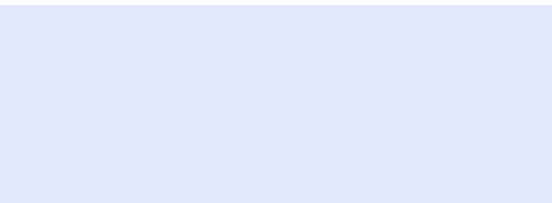
Cards and Payment (201-Intermediate)

Intro to Digital Technology in Healthcare, Plan, & Simple

Claims Adjudication (201-Intermediate)

Automation Concepts (101-Basics)

Medicare (201- Intermediate)



People Soft - Finance - Asset Management (101-Basics)

C2.0/Org Asset Reuse - Case Study (301-Advanced)