

CURRICULAM VITAE



NIDHEESH RAJU

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CAREER OBJECTIVE

Exercise my skills to advice the department of Health Information Management on the overall performance of the management of Medical record within the hospital and adherence to standards as set out in the hospital information management policies.

PROFESSIONAL QUALIFICATION

- * Skilled in Electronic Medical Records
- * Coding and International Classification of Diseases and Health Related Problems
- * Skilled in Statistical Preparations
- * A prime expertise in Medical Auditing
- * Efficient in Management and Hospital Administration
- * Skilled communicator and a quick learner with excellent analytical and problem solving skills

AREA OF INTEREST

- Health Information Management
- Disease Coding
- Hospital Administration

ACADEMIC QUALIFICATIONS

| COURSE | YEAR | BOARD/UNIVERSITY |
|-----------------------------------|-------------|---|
| S S L C | 2004 | Govt. of Kerala,India |
| Plus Two | 2004-2006 | Board of Higher Secondary Examination, Govt. of Kerala, India |
| B Sc Botany(voc) | 2006-2009 | Mahatma Gandhi University, Kottayam, Kerala,India |
| PGDCA | 2009-2010 | RUTRONIX, Govt. of Kerala, India |
| M Sc Medical Documentation | 2010-2012 | Mahatma Gandhi University, Kottayam, Kerala, India |

LANGUAGES

| MOTHER TONGUE : Malayalam | | | |
|---------------------------|-----------|-----------|-----------|
| | READ | SPEAK | WRITE |
| Malayalam | Excellent | Excellent | Excellent |
| English | Excellent | Good | Good |
| Tamil | | Average | |

COMPUTER SKILLS

- Electronic Medical Records
- MS Word
- Microsoft Excel
- Microsoft Power point
- Internet

EXPERIENCE

- Experience in **Electronic Medical Records**
- Manage the technical areas of medical records department, including inpatient and outpatient processing and analysis, physician incomplete area, release of information and permanent filing.
- Working Experience in all the Medical record Processing in Health Information Department in various Hospital
- Worked for Coding and Classification of Diseases in various hospitals
- Experience in **NABH ACCREDITATION** Processes
- Experience in **MCI ACCREDITATION** Processes
- Experience in **JCI ACCREDITATION** Processes

WORKED EXPERIENCE

- worked as **Medical Records Executive** in **DM Wayanad institute of Medical sciences, Wayanad , Kerala, India.(February 2013 – December 2016)**
- worked as **Medical Records Executive** in **NMC Royal hospital, Abu Dhabi (February 2017 – December 2017)**

DUTIES AND RESPONSIBILITIES

- Statistical preparation
- Medical Records tracking

- Medical Coding
- Quantitative checking
- Medical Records management
- Medical Auditing –Closed Auditing and Open Auditing
- Daily census and Reports

PERSONAL SKILLS

- Hard working- Very good hard working ability for attaining the expected result.
- Team Work – Very good in working with team with high team spirit to attain the goal.
- Communication- Very good communication skill and writing skill.
- Computer Skill- Good key board speed and good knowledge in Microsoft office, Internet.

TRAINING

Apollo Hospital, Kolkata

MIMS, Kottakal, Kerala

PVS, Ernakulam, Kerala

Matha Hospital, Kottayam, Kerala

SEMINARS

PERSONA 2011 Mahatma Gandhi University, Kerala (Organizer)

MEDRECON 2011 on Medical Records organized by Kamineni Hospital, Hyderabad

PERSONAL PROFILE

| | | |
|-------------------|---|--|
| Sex | : | Male |
| Date of Birth | : | 10-04-1988 |
| Marital status | : | Single |
| Permanent Address | : | Thotteel parambil kuttoor P O Thiruvalla 689 106 Kerala, India. 00919605020531 |
| Nationality | : | Indian |
| Passport No | : | N7479992 |

REFERENCES

- 1 Rajeesh Kumar K.S**
Manager,
Medical Records Department
NMC Specialty Hospital
Dubai
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- 2 Suma V Madhavan**
Head of the Department
Dept. of Medical Documentation
University College of Medical Education
Kottayam, Kerala, India
Ph: +91 9447414208.

DECLARATION

I do hereby declare that above mentioned details are true and correct to the best of my knowledge and belief.

Name : Nidheesh Raju

Place : Thiruvalla