

KESSIYA THOMAS
M.SC In
MEDICAL DOCUMENTATION
MOB : +91 8281702924
Email : kessiyasara@gmail.com
Skype id : kessiya93



Career Objectives

To enhance and develop my skills and continually learn about the latest paradigm and processes and to fulfil my needs and aspirations along with the organisation with loyalty and honesty. To build a career in Health Information Management with a reputed organisation where I can exercise my talents and abilities and achieve professional growth while being resourceful, innovative and flexible.

Skill Summary

- ❖ Maintains record of patient care by compiling, reviewing, and filing documentation of patient's conditions, treatment and health outcome.
- ❖ Medical Records Management.
- ❖ Medical coding (Diagnostic and Procedural).
- ❖ Good knowledge in ICD 9, ICD 10, ICPM.
- ❖ Qualitative and quantitative analysis of documentation.
- ❖ Preparation of Hospital Statistics.
- ❖ Maintenance of medico legal cases and registries.
- ❖ Assembling of Medical Records and other routine operations of the department.
- ❖ Open and closed review of medical records for NABH

Experiences

- Working as **ASSISTANT MEDICAL RECORDS OFFICER IN MEDICAL CENTRE HOSPITAL, ERNAKULAM** from 2nd January 2017 to present.
- Two month internship in **GENERAL HOSPITAL, ALAPPUZHA.**
- Experiences in NABH reassessment process.

Professional Qualifications

Master of Applied Science In Medical Documentation, passed out with **FIRST RANK** From School Of Medical Education, (Dec 2016) **MAHATMA GANDHI UNIVERSITY, KERALA.**

Training and Co curricular activities

- 15 days training at Regional Cancer Centre, Trivandrum
- 15 days training at Women and Children Hospital, Thycaud
- Attended 16th National Conference on Health Record Held at Hyderabad MEDRECON 2016
- 20 days training at General Hospital, Ernakulum
- Attended 15th National Conference on Health Records Held at Chennai MEDRECON 2015
- 10 days training at Medical Mission Hospital, Thiruvalla

Project Work

The project work entitled ***“A COMPARATIVE STUDY OF MEDICAL RECORD DEPARTMENT WITH NABH STANDARDS”*** done at GENERAL HOSPITAL ALAPPUZHA (2 months)

Educational Attainments

YEAR	DEGREE	INSTITUTION	PERCENTAGE
2014 – 2016 (2 years)	<i>Master of applied science Medical Documentation</i>	School of Medical Education, Kottayam <i>MG University</i>	76%
2011 – 2014 (3 years)	Degree, <i>B.Sc Zoology</i>	Sanatana Dharma College , Alappuzha <i>Kerala university</i>	74%
2009 – 2011 (2 years)	<i>Higher Secondary</i>	Thiruvampady HSS, Alappuzha	80%
2009 pass out	<i>Secondary School Leaving Certificate (10th)</i>	Holy Family GHS, Board of Public Exam	85%

Computer Skills

Familiar with fundamentals of computer (MS Office), excel, internet, and e – mail,

Areas of interest

Medical Records Management

Deficiency checking

Records assembling

Auditing of Medical Records

Coding

Statistics

Strengths

- Can work independently as well as part of a team also.
- Ability to easily acquire and learn new technologies.

- Excellent communication skills.
- Good team player and good coordination skills.
- Efficiency in adapting to challenging situation.
- Ability to multi-task and perform under pressure.
- Ability to work hard and to meet deadline.

Passport Details

Passport number : R6349905
 Date of issue : 20/11/2017
 Place of issue : Cochin
 Date of expiry : 19/11/2027

Personal Details

❖ Permanent Address	Pullippadavil Puthen Purackal Kainakary P O , Alappuzha Pin : 688501
❖ Date of birth	1 st October 1993
❖ Gender	Female
❖ Nationality	Indian
❖ Marital status	Single
❖ Religion	Christian
❖ Father's Name	Thomas Kurian
❖ Mother's Name	Babykutty Thomas
❖ Languages Known	English, Malayalam & Hindi
❖ Interest & Hobbies	Internet Surfing, Listening Music

Reference

Suma V Madhavan (HOD)
 Department of Medical Documentation

School of Medical Education
Gandhinagar
Ph: 9447414208

Minu Treasa
Medical Record Librarian
General Hospital, Alappuzha
Ph: 944 7694 818

Mufeedha Bhai Althaf
Quality Co ordinator
Ernakulum Medical Centre
Ph : 8891232897

DECLARATION

I hereby declare that all the information furnished above
are true and correct to the best of my knowledge and belief.

Place: Alappuzha

KESSIYA THOMAS

Date :