**MINNU JOSE**

EMAIL ID : minnujose04@gmail.com

MOBILE: 9480040478

**OBJECTIVE**

Effectively utilizing the knowledge and further leveraging it to higher-level cadres hereby being a productive and profitable resource to the organization I work with and to be a unique player with the right blend of the knowledge and pleasant personality

**CARRIER ABSTRACT**

* Sound knowledge regarding health information management in a healthcare setting.
* Knowledge regarding Medical Ethics & Legal Aspects
* Knowledge regarding Quality Assurance in health and hospital statistics
* Knowledge regarding Public Health Information Management and Health Informatics
* Proficient skills in the execution of facility coding, physician coding, outpatient coding, and inpatient hospital coding procedures in an exact way.
* Inspiring abilities in the operation of Microsoft oriented software applications such as PowerPoint, Excel, and Word.
* Informative in different areas like Pharmacology, Anatomy & Physiology, Pathology, Advanced Medical Terminology, and other related medical sectors.
* Possesses knowledge of utmost quality related to medical coding methods and guidelines, including ICD-10 CM, HCPCS, and CPT.
* Ability to communicate in a professional and impelling manner.

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COURSE | INSTITUTION | UNIVERSITY | YEAR | % Secures / GPA |
| BSc In Health Information Administration | School of Allied Health Science, MAHE, Karnataka | Manipal Academy of Higher Education | 2015-2018 | 7.70 |
| Medical Coding | Center for Health information Studies and Solutions | Trivandrum | 2018 | 74% |
| 12th | Nirmala HSS Chemperi | Govt. of Kerala | 2015 | 86% |
| 10th | Nirmala HSS Chemperi | Govt. of Kerala | 2012 | 85% |

**EXPERIENCES:**

* Worked as a trainee for 4 months (February 2018- May 2018) in Marketing Department of Indiana hospital & Heart Institute, Mangalore-Karnataka- India, under the guidance of Marketing Manager and completed projects related to Patient satisfaction of Health Card users
* 100-hrs of administration posting in Front office (new registration, repeat registration, admission, help desk, Insurance (TPA), Billing Section at Kasturba Medical College, Manipal, Karnataka
* 100-hrs of administrative posting in Medical record department gained some hands-on experience in handling the day-to-day challenges faced by the department.

**CONFERENCE/POSTER/PRESENTATION:**

* Participated in “International Symposium on Universal Health Coverage” in association with ChristelijkeMutualiteit, Belgium & India Platform conducted by the Division of Public Health, K S Hegde Medical Academy, Nitte University, Mangalore on 8th April 2017.
* Participated in InfoQuest-2017 a “National Workshop on Recent Advance in Health Information Management” conducted by School of Allied Health Sciences on 28th and 29th April 2017.
* Oral Poster Presentation in Info Quest 1st National workshop on Recent Advances in Health Information Management - 2017

Title: “BENEFITS OF TELEMEDICINE IN HEALTH CARE DELIVERY”

**COMPUTER LITERACY**:

* Operating System: Windows 7, Windows 8, Windows 10
* Software Packages: MS-Excel, MS-Word, MS-PowerPoint, MS-Access, Internet, HTML, Visual Basic

**SKILLS / PERSONAL ATTRIBUTES**

* Sound knowledge regarding Function of Medical Record Department in a hospital.
* Sound knowledge in the Electronic Health Record system requirement and maintenance.
* Good communication and presentation skills
* Planning /organizing
* Confident and Determined.
* Very challenging and goal oriented
* Strong interpersonal and organizational skills

**PERSONAL DETAILS:**

NAME: MINNU JOSE

FATHER’S NAME: Mr. JOSEKUTTY JOHN

MOTHER’S NAME: Mrs. LISSY JOSE

DATE OF BIRTH: 13 APRIL 1996

RELIGION: CHRISTIAN

SEX: FEMALE

MARITAL STATUS: SINGLE

NATIONALITY: INDIAN

ADDRESS (PERMANENT): MINNU JOSE

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**REFERENCES**

Dr. B. Reshmi, Ph.D.

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School of Allied Health Sciences

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Phone Number: 0820-2923290

Email: reshmi.b@manipal.edu

**DECLARATION**

I hereby declare that the above mentioned information are true and accounts to the best of my knowledge and believes. If I got a chance to serve your hospital, I shall provide my best ability to the entire satisfactory of my supervisor.

Yours faithfully

MINNU JOSE