

**CURRICULUM VITAE**

**ASHNA ROY**

**OBJECTIVE:**

An independent, enthusiastic and highly motivated with good theoretical and practical knowledge over Medical documentation, seeking an opportunity to work in an esteemed medical institution where I can put my experience, education and skills as a Medical Records Officer to the best interest of your esteemed institution.

**PERSONAL DETAILS:**

Contact Numbers : +919744284754

Nationality : Indian

E-Mail : ashnaroy1510@gmail.com

Date of Birth : 15-10-1994

Sex : Female

Marital Status : Single

**PROFESSIONAL SKILLS:**

* Trained in ICD-10, ICD-O, ICPM and ICD 10 CM
* Experience in live audit and closed audit of medical records
* Experience in hospital statistics
* Able to work in EMR
* Knowledge in Medical Terminology, anatomy and Physiology.
* Experienced in assembling,Fling and indexing of Medical Records
* Word processing.

**PERSONAL SKILLS:**

* Excellent Communication skill
* Fast learning
* Hard working
* Leadership skills
* Good motivator
* Self confidence
* Adaptable to challenging situations

**EDUCATIONAL QUALIFICATIONS & CERTIFICATIONS:**

* **Master of Applied Science in Medical Documentation (Health Information Management)** - **Masters Degree 2015-2017**

School of Medical Education (SME), Mahatma Gandhi University, Kottayam District, Kerala, India

* **Bachelor of Science in Zoology** **– Bachelor Degree 2012 - 2015**
* St.Stephen's College, Mahatma Gandhi University, Kottayam District, Kerala, India.

**Brief Outline of Course Contents:**

* + - **Z**oology
    - **B**otany
    - **C**hemistry

**WORK EXPERIENCE: (one year & 6 month)**

* Currently working with **HOLLY FAMILY HOSPITAL THODUPUZHA, IDUKKI as MEDICAL RECORDS OFFICER** since April 2018.
* 3 months of Experience in medical records trainee, during 8th January 2018 to 3rd April 2018 at PVS MEMORIAL HOSPITAL (P) LTD. ERNAKULAM

**Duties & Responsibilities:**

* **M**aintains medical records operations by following policies and procedures; reporting needed changes.
* **C**ompletes medical record by reviewing information; notifying health care providers of record deficiencies.
* **R**esolves medical record discrepancies by collecting and analyzing information.
* **M**aintains patient confidence and protects hospital operations by keeping information confidential; following release-of-information protocols
* **T**o review the record of patient’s medical condition and treatment and use the medical codes system to translate the interaction into a series of code numbers for optimal reimbursement.
* **M**aintains the stability and reputation of the hospital by complying with legal requirements.**C**ontributes to team effort by accomplishing related results as needed.

**TRAININGS**

* Undergone 20days posting at MOSC Medical College Hospital during the period 20th September to 31st September and 31st October to 7th November
* Undergone 1 month posting at **Regional Cancer Centre Thiruvananthapuram** and General Hospital TRVM during the period of 01/03/2017 to 31/03/2017
* Completed Internship at PVS Memorial Hospital Ernakulam ,Two months

**TRAININGS, SEMINARS AND WORKSHOPS ATTENDED:**

* Attended a National Conference of HIM-INDIA INFO at KIMS Secunderabad conducted by HIMA- INDIA on December 3 & 4 in 2015
* Attended Conference of Medricon at GKNM Hospital Coimbatore during February 3 & 4 in 2017
* Completed Dissertation entitled “**Manual Medical Records v/s Electronic Medical Records ” in PVS Memorial Hospital pvt.Ltd. Ernakulam.**

**LANGUAGES KNOWN:**

English, Malayalam

**REFERENCE:**

Mrs. Suma V Madhavan

Head of the Department

School of Medical Education

Mahatma Gandhi University

Gandhi Nagar

Kottayam-08

Kerala

Mobile- 9447414208

**DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge.

**Date:**

**Place:** Ernakulam