**CURRICULUM VITAE**

**ALWIN THOMAS**

CONTACT NO: +91- 9791181397

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**CAREER OBJECTIVE**

To work, learn and grow with an organization to reach a higher level in managerial hierarchy and be instrumental in driving it beyond its mission by adhering to its values and cultures and utilizing my potential and talents to its fullest.

**PROFESSIONAL COMPETENCE**

Enthusiastic personality with excellent people skills and dedicated work ethic. Strong decision Maker who understands the importance of compassion and patience. Extensive background in medical HR generalist affairs, including experience in employee recruitment and maintaining cleanliness, security and safety of the facility and medical equipment ,staff development ,managing patient and office records, developing and implementing office policies and procedures, ensuring patient satisfaction and responding to their inquiries, conflict resolution ,records management and writing management .

**ACADEMIA:**

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| --- | --- | --- | --- | --- |
| **Course of study** | **Institution studied** | **University/board** | **Year of completion** | **Major** |
| MBA-Hospital Management | Vinayaka Mission University | Vinayaka Mission University | 2015 | Management |
| ACMC-Advanced certification in Medical coding | Achievers spot |  | 2016(six months course) | Medical coding |
| Bsc in Medical Sociology | College of Health, Madras Medical Mission Chennai | TamilNadu Dr.M.G.R.Medical University,Chennai | 2013 | Medical sociology |
| XII-plus two | Don Bosco H.S.S -kerala | State board | 2010 | - |
| X-SSLC | Don Bosco H.S.S-kerala | State board | 2008 | - |

**Training**

Three years in-service training in Madras Medical Mission Hospital, Chennai ,India and other hospitals in Tami Nadu also in some of the NGO’s as a part of BS.c Medical Sociology course curriculum.

**Academic projects**

A Retrospective study to understand the reason for occurrence of Needle stick injury among health care workers.(UG)

Awareness and Management of hospital waste in developing countries: A case study in Thailand.(PG)

**Skill Highlights**

Proven patience and self-discipline.

Personal and professional integrity.

Sound decision making.

Critical thinking proficiency.

Relationship and team building.

Fast learner.

 **PROFESSIONAL EXPERIENCE**

 **MEDICAL DATA ASSISTANT- FOUR YEARS-(2013-2017)**

 **Insurance/Medical Records/Administration**

 **The Madras Medical Mission Hospital-Chennai,Tamil Nadu, India.**

 ROLES AND RESPONSIBILITES:-

* Researched and solved claim and insurance issues .
* Record and update patient information into hospital database.
* Assisted patients with eligibility and benefit coverage questions.
* Interfaced with insurance carriers and other healthcare providers.
* Practiced professional telephone etiquette and customer service while making claim inquires and quickly resolving any patient complaints and concerns.
* Directly dealing with the patients and their families about the inquiries and complaints of medical reimbursement claim process.
* Managing works in the department by planning, organising and directing the hospital insurance programs.
* Provide customer service to patients and their families.
* Updating proper details in the birth\death cerificates (online).
* Acts as an patient care coordinator.
* Codify patients medical information for re-imbursement process.(ICD10- CM,ICPM medical coding)
* To file records systematically with the standard indexing practice.
* Handling queries related to insurance claims.
* Communication with the government departments/officials for Medico legal and other statutory requirement on an ongoing need basis.
* Supervise &control destruction /shredding as deemed appropriate in conformation to statute.
* Assign a code to each diagnosis and procedure by using the coding method.
* Filing, retrieving records for corresponding Follow up’s & Research Activities.
* To assist physicians and nurses in medical record filling by providing them support for technical reasons with domain.
* Communicate with physicians and other health care professionals to clarify the
* Maintains patient confidence by keeping patient records information confidential.
* Coordinating the patients/clerical management.

 **PUBLIC HEALTH MANAGER (JUNE 2018 –JULY 2019)**

**Under National Urban Health Mission (NUHM)-Greater Chennai Corporation Hospital ,Anna Nagar -Chennai**

 ROLES AND RESPONSIBILITES:-

* Management & functioning of Healthcare Facility.
* Managing the day to day operations of the office.
* Supervision of all housekeeping activities.
* Addressing day to day queries of the employees related to office administration.
* Overall Management of Health Human Resource, Training & Capacity Building.
* Management of Infrastructure & Equipment.
* Review and inspect equipment reports to ensure safety and functionality.
* Quality Assurance and Infection Control & Environment Management.
* Grievance Redressal.
* Community mobilization, Special Outreach, and Referral Support.
* Through frequent and regular visits, builds and establishes and maintains customer relationships.
* Management of Support Services.
* Management of Health Programs.
* Disease Surveillance and Epidemic Control.
* To monitor and develop direct reports through training and regular reviews.
* IEC Activities and Public Health Education.
* Data collection, HMIS reporting and analysis.
* Conduct meetings with the hospital staffs to review and revise hospital patient care procedures and implementation of emerging health care treatment and monitoring systems and appliances.

**PERSONAL PROFILE:**

Name :Alwin Thomas

Father’s Name :P.J.Thomas

Gender :Male

Age &Date of birth :27 years &11th September 1991

Nationality :Indian

Religion :Christian

Marital Status :Single

Address :Puthuppanathu House,

 Eravinalloor P.O.

 Puthuppally. Kottayam

 district - Kerala-686011

**PASSPORT DETAILS**

Passport number : M7838693

Date of issue : 20/01/2015

Date of expiry : 19/01/2025

Place of issue : Cochin

**REFFERENCES:**

**MR.THEODRE MANOHARAN**

Dy. Manager-Medical Records Department

The Madras Medical Mission Hospital

NO-4A,Dr.J.J.Nagar, Mogappair East,Chennai-600037

Ph :+91-9841514482

**MR.GOWRI SHANKAR**

Dy. Manager-Billing and Operations Department

The Madras Medical Mission Hospital, Chennai

Ph :+91-9943128511

**DR.MANGAYAKARASI**

Zonal Medical Officer- Chennai Corporation Hospital ,Anna Nagar

43 pulla avenue ,shenoy nagar

Anna Nagar Chennai-600030

For zone 8(Anna Nagar)

Ph:+91-9381085568

**DECLARATION**

I here by declare that all the particulars given above are true and correct to the best of my knowledge and belief.

 **ALWIN THOMAS**