



## RANI RAICHEL RAJAN

Sankaramangalam Vadacode P O, Puliyanpuram, Kangarappady. Pin 682021  
9539379107 | ranigeorge8506@gmail.com

### Summary

- Reliable Medical Records Clerk with more than 6 years of experience in Medical Records, looking to secure a position with a profitable organisation where i can be a member of the team and utilize my experience to the fullest. Proficient at identifying and retrieving patient medical records, reviewing documents and coordinating with doctors to provide proper records.

### Experience

- **Saad Specialist Hospital (JCI Accredited), Saudi Arabia.** 03-01-2005 - 29-06-2009  
Medical Records
  - Experienced in Medical Records file management and assembling records per medical, regulatory, legal, administrative requirements.
  - Reviewed patient and medical records for completeness, accuracy and regulatory compliance.
  - Retrieved patient medical records for physicians, technicians, staff.
  - File loose reports (lab, x-ray) according to standard format.
  - Retrieve charts for studies and audits as required.
  - Dedicated to protecting the security of medical records.
  - Excellent communication skills, interpersonal and phone.
- **Joy's Hospital, Vytilla, Cochin.** Nov 2002 - Jun 2004  
Medical Records Clerk  
Worked as a Medical Records Clerk in Joy's Hospital for 2 years.

### Skills

- Record Maintenance
- Document review
- Retrieval and coordination
- Filing
- Dedicated
- Detail oriented
- Time Management

### Education

- **Tiruvalla Medical Mission Hospital, Tiruvalla.** 2001-2002  
Diploma in Medical Records Technician.  
82%
- **St. John's College, Anchal.** 1993-1995  
Higher Secondary 12th  
70%

- **NSV High School, Punalur.**  
SSLC  
60%

1991-1992

## Language

- English
- Hindi
- Malayalam
- Arabic

## Personal Details

- Date of birth : 30/01/1976
- Sex : Female
- Nationality : Indian
- Marital status : Married
- Religion : Christian

## Declaration

- I hereby declare that the above information is true and correct to the best of my knowledge and belief. I will do my very best if placed in your esteemed hospital.

Yours faithfully  
Rani Raichel Rajan