

CURRICULUM VITAE

TINTU YOHAN

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Objective

To be a part of a well-established organization which encourages the flow of innovative and out of the box ideas and allows me to grow professionally, adding value to the company and also to my career.

Professional Qualification

MASc in Medical Documentation, Mahatma Gandhi University, Kerala, 2013

Professional Experience

- 1. SMHRC (Smita Memorial Hospital and Research Center) - Thodupuzha**
Position : 1. Assistant Manager Medical Records Department- 2021 August -
Currently Working
- 2. ASTER MEDCITY - ERNAKULAM (JCI, NABH, NABL, ISO)**
Position: 1. Assistant Manager Medical Records Department– 2014 May to
August 2021 (7 Yrs and 3 Months)
 - 3. Manager on Duty**
 - 4. Corona Care Management and Reporting**
- 3. KIMSHOSPITAL TRIVANDRUM (NABH, NABL, ACHC, ISO)**
Position: 1. Medical Record Trainee - 2014 Jan - 2014 April

Role and Responsibilities

- EMR (Electronic Medical Records) Implementation Experience at Aster Medcity and SMHRC**
- Maintaing and Securing all Written and Electronic Medical Records**

- Ensuring the Information Contained in the Records is Complete, Accurate and Only Available to Authorized Personnel
- Supervise, Guide, Motivate and Evaluate Department Staff
- Hospital Manager on Duty
- Handling Medical Records in NABH and JCI Standards
- Preparation of Policy and Manual , Standard Operating Procedures
- Operation of Medical Records flow of managing from OP - IP
- Hospital Statistics Reporting to Group Head and Group Quality Department
- Departmental Statistics Reporting to Quality Department
- Notifiable Disease reporting to Government Health Department
- Preparation of Disease Statistics for Research Purpose
- Medico Legal Case Reporting
- Closed and Open Record Audit for Qualitative and Quantitative Analysis
- Deficiency in Medical Records Communicating to Consultant
- Surgery Record Audit
- Medical Coding(Procedural and diagnostic using CPT, ICD IX and ICD X and ICD XCM)
- Preparation of Hospital statistics and epidemiology
- Maintenance of Medico legal cases and registers
- Quantitative and Qualitative analysis of Medical records .

Skill Summary

- Medical Records Management
- Hospital Manager On Duty
- Knowledge about Basic medical subjects (Anatomy, Physiology, Pathology, Microbiology, Biochemistry)
- Medical Terminology
- Medical Coding (Procedural and diagnostic using CPT, ICD IX and ICD X and ICP)
- Awareness about Computer and Information retrieval systems
- Preparation of Hospital statistics and epidemiology
- Good communication skills
- Maintenance of Medico legal cases and registers
- Quantitative and Qualitative analysis of Medical records .

Internship

- Apollo Hospitals Chennai
- Regional cancer center, Trivandrum, Kerala
- Sree chitra institute of medical science, Trivandrum, Kerala
- Amala Hospital, Thrissur
- District hospital, Kottayam

Academic Project

Title : “ EMR IMPLEMENTATION AND DIGITALIZATION “

Organization: Apollo hospitals, Chennai

Duration : 2 Month

Educational Qualifications

- 1. MASC in Medical Documentation(2013), Mahatma Gandhi university, Kerala, UCME, Kottayam**
- 2. B.Sc. Zoology (2011), Mahatma Gandhi University, Kerala, Marthoma College, Thiruvalla**
- 3. Plus Two (March 2008), Higher Secondary Board, Kerala, MGM HSS, Thiruvalla**
- 4. SSLC (March 2006), Kerala State Board, MGM HSS, Thiruvalla _**

National Seminars

- MEDRECON 2013 –Sri ManakulaVinayagar Medical College and Hospital, Puducherry**
- MEDRECON 2020 - Nihara , Kochi**

Personal Profile

Sex : Male

Nationality : Indian

Languages known : English, Malayalam, Hindi (speak, read and write)

Date of Birth : 23-06-1990

Declaration

I do hereby declare that the information and facts stated above are true to the best of my knowledge and belief.

Place: Thiruvalla

Date:

(TINTU YOHAN)