



ANN MARY JOSEPH

MEDICAL RECORD ASSISTANT

DATE OF BIRTH

30/10/1996

GENDER

Female

PHONE

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EMAIL

annmaryjoseph1996@gmail.com

ADDRESS

Anjilithoppil (H) Nedumkunnam
P.O Nedumkunnam, Kottayam
Dist. Kerala, India Pincode : 686542

OBJECTIVE

To be part of a reputed institution in the region committed to serving humanity as a Health Care Provider. Thus enhancing my career by utilizing my skills and abilities in an area that offers personal growth while being resourceful and flexible.


LANGUAGES KNOWN

English
Hindi
Malayalam

REFERENCES

Mrs. Suma V Madhavan
Head of the Department, Medical Documentation
School of Medical Education
Gandhinagar Kottayam
email:
sumavmadhavan.docum@gmail.com


EDUCATION

 **SCHOOL OF MEDICAL EDUCATION, GANDHINAGAR, KOTTAYAM** 2018 → 2020

MSc Medical Documentation
Percentage of marks: 70%

 **ASSUMPTION COLLEGE CHANGANACHERRY** 2015 → 2018

BSc Botany
CCPA: 7.79

 **ST JOHN THE BAPTIST'S HIGHER SECONDARY SCHOOL** 2013 → 2015

Higher Secondary
Percentage of marks : 80%

WORK EXPERIENCE

 **MEDICAL RECORD ASSISTANT** 2021 Oct → 2022 Jan

Mary Queens Mission Hospital

*Maintained patient indexes, corrected and communicated problems according to established procedures.

*Performed data entry tasks, converting paper records to electronic. Interacted with registration areas and medical record officers secretarial staff to retrieve patient information.

*Managed the reviewing and updating of medical records in a timely and

efficient manner

SKILLS

Expertise in Medical Terminology.



Medical Coding.



Commitment to accuracy & details.



Excellent communication skills.



IT skills.



INTERESTS

Cycling

Gardening

Cooking & Baking

Reading books & articles



MEDICAL RECORD TRAINEE

2021 March → 2021
May

Thiruvalla Medical Mission Hospital

PROJECT ON ANALYSIS OF MEDICO LEGAL CASE RECORDS ITS LEGAL IMPORTANCE AND IMPLEMENTATION OF A NEW MLC FORM WITH SPECIAL REFERENCE TO TMM HOSPITAL THIRUVALLA

HONORS & AWARDS

Awarded certificate from Health Records Association of India- MEDRECON

2019 & 2020

Awarded certificate from IUCBR

2019

DECLARATION

I hereby declare that all the information's given above are true and correct with the best of my knowledge and I bear the responsibility of the above-mentioned particulars.

Place: Nedumkunnam

Date: 26/04/2022

Ann Mary Joseph