

VIJILA.V

Health information officer

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EDUCATIONAL QUALIFICATION

Bachelor Of Medical Record Science
(Christian Medical College, Vellore
Under Dr.M.G.R Medical University)

ICD 10- am Certification

Bachelor Of Economics
(Calicut University)

Plus two

S.S.L.C

TECHNICAL SKILLS

MS Office

Computerized Accounting & Tally

HIS

Turbocoder

PERSONAL DETAILS

Gender : Female

Marital : Married

D O B : 30-05-1990

Location : Saudi Arabia

Passport No. : M2789988

Nationality : Indian

LANGUAGES

English - Read/Write/Speak

Malayalam - Read/Write/Speak

Hindi - Read/Write/Speak

Tamil - Speak

OBJECTIVE

To obtain a challenging position in your organization which will enable me to utilize my talents, creativity and ability to the maximum, and contribute to the growth of organization and my career as well.

PERSONAL SKILLS

Comprehensive problem solving abilities, excellent verbal and written communication skills, Ability to deal with people diplomatically, Willingness to learn, Team facilitator.

WORK EXPERIENCE

- ★ Work as a Medical Record Technician in Al Inma Medical Services from July 2018 to still (Saudi Arabia)
- ★ Worked as a Medical Record Officer in Edappal Hospital August 2017 to July 2018(Kerala)
- ★ Worked as a Medical Record Librarian in Royal Hospital Kunnankulam,Trichur.(Oct.2014 to July 2017)(Kerala)
- ★ Worked as a Medical Record Officer in Sreevalsam Institute Of Medical Sciences, Naduvattam, Edappal (Jan 2014 to Sep.2014) (Kerala)
- ★ Worked as a Medical Record Librarian in Christian Medical College & Hospital Vellore (Nov.2013 to Nov.2014) (Tamilnadu)

PROFESSIONAL SKILLS

- Management of Medical Records
- Auditing
- Responsible to collect maintain and retrieve patient Medical Record
- Assembling deficiency checking of patient Medical Record
- Identify patient Medical Record- complete & incomplete separately
- Prepare Hospital statistics
- Prepare and maintain various types of registers such as birth, death, MLC etc.
- Knowledge in Health Information Management & Medical Terminology
- To code diagnoses & procedure based on ICD 10 AM, ICD 10 CM & ACHI for Procedure

PROFESSIONAL EDGE

- Participated in All India Medical Record Conference (MEDRECON 2011&2012) In 2011- Kamineni Hospital- Hyderabad.
- 2012-Rajiv Gandhi Institute & Cancer Centre-New Delhi
- Annual Quiz competition winner in MEDRECON 2011&2012