

RESUME

APPLIED FOR : MEDICAL RECORD INCHARGE

Vikas Kulhari

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OBJECTIVE:

- **I am looking forward for an opportunity to render my services in the field of the Management of Medical Records.**

QUALIFICATION :

PROFESSIONAL :

- Two years Diploma in Medical Records Technology (**DMRT**) recognized Hospital/Institute Diploma From Indraprastha Apollo Hospital, (**Duration:2 Years**) from Sarita vihar New Delhi in the Year 1 Oct 2005 to 30 Sep 2007.
- **M.S. OFFICE** (MS Word,MS Excel,MS Powerpoint) & **Internet** Government recognized Institute Certificate From NSIC Technical Institute (**Duration:1 Month**) from New Delhi in the Year 09 Aug 2010 to 8 Sep 2010.
- Course on Computer Concept (**CCC**) Government recognized Institute Certificate From NIELIT (**Duration:80 hours**) approx. (**3 Months**) from New Delhi in the year 16 April 2021.
- Diploma in Computer Application (**DCA**) Online recognized Institute Diploma From ICE (**Duration:6 Months**) from Kanpur in the year Nov 2021 to April 2022.

ACADEMIC :

1. Passed Secondary School (**10th**) Certificate Exam (**CBSE**) from New Delhi in the year 2001-2002.
2. Passed Senior Secondary School (**12th**) Certificate Exam (**CBSE**) from New Delhi in the year 2003-2004.
3. Graduate in B.Com. (Pass) (**3 Years Degree**) (with Statistics as one of Subject/Paper) from School of Open Learning (**SOL DU**) by University of Delhi South Moti Bagh Campus New Delhi in the year 20 October 2009.

EXPERIENCE:

- Worked with Fortis Hospital Vasant Kunj, New Delhi as a **Medical Record Trainee** doing the DMRT course for (**6 months**) (1 December 2006 to 14 June 2007)

- Worked With Fortis Hospital Vasant Kunj, New Delhi Regular Post as a **Medical Record Technician** for **(3 years and 3 months)** (15 June 2007 to 16 September 2010)
- Worked with Fortis Hospital, Shalimar Bagh, Delhi as a **Sr.Medical Record Technician** for **(1 years and 5 months)** (17 September 2010 to 15 February 2012)

PROFILE

- Maintaining IPD records
- Preparing Daily Midnight Census.
- Arranging and Checklist of patient's files.
- Maintain the computerized Medical Record.
- ICD -10 Coding & Indexing of Diseases & Procedures.
- Prepare and maintain comparative census (calendar & financial) as per the monthly census, prepare in graphical records also.
- Received and checkout the fatal (MLC / Death) records as per the deficiency check list and keep separate lock and key.
- Maintaining record of files issued to Various Internal Departments.
- Completion of MLC as & when requested by Police.
- Maintenance of File movement registers.
- Maintain Death, Birth & M.L.C Register etc.
- Online intimation of Births and deaths to Registrar Birth & Death.
www.mcdonline.gov.in
- Deals with MLC, LIC and Mediclaim cases.
- Coordinating in completion of Insurance claims, certificates etc.
- MRD (IMS and Quality Indicators) Knowledge of Latest NABH 5th Edition.

PERSONAL DETAILS

DATE OF BIRTH	: 07 February, 1986 (age 36 Years)
GENDER	: Male
LANGUAGES KNOWN	: Hindi & English
NATIONALITY	: Indian
RELIGION	:Hindu
HOBBIES	: Reading Books & Listening Music
CATEGORY	: General
STRENGTH	:Hardworking
MARITAL STATUS	: Unmarried
FAMILY STATUS	: Legally Separated from Family (ORPHAN)

Attached with Resume:

- 1.All Qualifications & Experience Copy
- 2.Aadhar card Copy (Only Identity not address proof I am Legally Separated from my family now I am Orphan)
- 3.Newspaper Cutting Public notice for Family Separation (Current address Proof)
- 4.PanCard Copy
- 4.Certificate for Covid-19 Vaccination (Both 1 & 2 Dose)

Date: 26-October-2022

Place: Indirapuram

(Vikas Kulhari)