

CONTACT

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📍 Chenakkavil (H)
K.S.Mangalam P. O
Vaikom, Kottayam, Kerala



OBJECTIVE

Seeking a position in the Medical Records Department as a Record Technician which allows me to continue learning and perfecting my skills and also work in an environment which helps me to flourish and succeed as a good medical records personnel.

WORK EXPERIENCE

June 2022 - Present

- **Medical Records Technician Trainee**

Indo American Hospital - Institute of Brain and Spine, Chemmanakari, Vaikom

Areas Of Expertise

- Admission/ discharge documentation analysis to ensure completeness of Medical Records.
- Medical Records review based on NABH standards.
- Verify records completion process after deficiency checking.
- Clinical records audit - live audit and closed audit.
- Ensure compliance with regulatory, legal and accreditation requirements when it comes to release of Information.
- Verify and proceed release of information requests.
- Assembling of all physical files in proper order.
- Proper storage and retention of Medical Records.
- Assist MRO in online death reporting to the Governing bodies.
- Assist MRO in statistics preparation.

TRAINING EXPERIENCE

- **Sunrise Institute of Medical Sciences, Ernakulam**

Research fellow - 2 months

- **Regional Cancer Centre, Thiruvananthapuram**

Internship

- **General Hospital, Vanchiyoor, Thiruvananthapuram**

Internship

- **District Model Hospital, Peroorkada, Thiruvananthapuram**

Internship

- **Lourdes Hospital, Ernakulam**

Internship

- **Holy Ghost Mission Hospital, Muttuchira, Kottayam**

Internship

EDUCATION

- **MSc.Medical Documentation**
School of Medical Education, Centre For Professional and Advanced Studies, Kottayam (Mahatma Gandhi University)
- **BSc. Chemistry**
Deva Matha College, Kuravilangadu (Mahatma Gandhi University)
- **Higher Secondary**
Kshetra Pravesana Memorial Higher Secondary School, Poothotta (Board of Higher Secondary Examination,Kerala)
- **SSLC**
Kshetra Pravesana Memorial Vocational Higher Secondary School, Poothotta (General Education Department, Kerala)

CONFERENCES

- **MEDRECON 2020**
Value of Data in Health Care Ecosystem
Conducted by HIIM Kerala and Health Records Association of India (HERA) at Cochin
- **MEDRECON 2019**
Reimagining EMR and Health Care Information Governance for Improved Health Care Systems
Conducted by Health Records Association of India (HERA) at Chennai
- **HIIMFORMTICKS**
Conducted by HIIM Kerala at VPS Lakeshore, Ernakulam

PERSONAL STRENGTHS

- Outstanding interpersonal and communication skill.
- Excellent organisation and time management skills.
- Quick learner
- Critical thinker and problem solver
- Hard working and optimistic.
- Compassionate and friendly personality
- Adaptability and Flexibility

PROFESSIONAL STRENGTHS

- **Extensive knowledge in Health Information Management**
- **Knowledge in Medical Terminology and Coding**
- **Experience in Medical Records audit**
- **Proficiency in computer (ms office)**
- **Quantitative and qualitative analysis of medical records**
- **Release of information without compromising patient confidentiality**
- **Ensure accuracy and accessibility of Medical Records**
- **Work in compliance with hospital policies, accreditation and legal requirements**

LANGUAGES

- English
- Malayalam
- Hindi

COMPUTER SKILLS

- MS OFFICE
Word, Excel, Power point

INTERESTS

- Cooking
- Traveling
- Craft working

OTHER ACTIVITIES

- National Service Scheme Volunteer 2015 - 2017
- Junior Red Cross member 2010 - 2013

REFERENCE

- **Remya Rajan - "Indo American Hospital, Institute of Brain and Spine Centre, Chemmanakari "**
Medical Records Officer
+91 9605646703

DECLARATION

I hereby declare that whatever is stated in this document is true to the best of my knowledge and belief.