



BILTHA MARIAM BABY

Nellippamattathil House
Karukappilly P.O
Karukappilly - 682311
Ernakulam, Kerala

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Email id:
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PASSPORT DETAILS

Passport No : W0009447
Date of issue : 09-05-2022
Date of Expiry : 08-05-2032
Place of Issue : Cochin

Skills

- Time Management
- Attention to detail
- Problem-Solving skills
- Multitasking
- Active Listening
- Communication

Languages

- English
- Hindi
- Malayalam

Computer Skills

- MS office

OBJECTIVE

A highly motivated health information professional with progressive experience in medical records management and Medical coding as well as deep operational experience in hospital operations and workflows.

CAREER

- **Medical Records Technician** 2021 – 2022
Rajagiri Hospital, Aluva
- **Medical Records Officer** 2019-2021
M.B.M.M Hospital, Kothamangalam
- **Medical Records Officer Trainee** 2018-2019
Chrstian Medical College Hospital, Vellore
- **Observer Trainee Medical Records** 2018-2018
MOSC Medical College Hospital, Kolenchery

EDUCATIONAL QUALIFICATIONS

- **AAPC Certified Medical Coder** 2022
Cigma Medical Coding Academy, Ernakulam
- **Bsc.Medical Records Science** 2015-2018
Christian Medical College, Vellore
- **Higher Secondary Examinations** 2013-2015
St.Peter's Higher Secondary School, Kolenchery
- **Secondary School Leaving Certificate** 2012-2013
St. Peter's High School, Kolenchery

FUNCTIONAL RESPONSIBILITES

- Maintained accuracy, completeness and security for Medical Records and Health information
- Code diseases and surgeries in the inpatient records based on the diagnosis and surgeries performed by the physician.
- Qualitative and quantitative analysis of records.

PERSONAL DETAILS

Father Name : Baby N V

Mother Name : Beena

Date of Birth : 13-04-1997

Gender : Female

NATIONALITY : Indian

MARITAL STATUS : Unmarried

References

Mrs. Bindu Jimmy
Senior Manager
Medical Records Department
Rajagiri Hospital, Aluva
Email id :
bindu.jimmy@gmail.com
Mob : +91-9947004643

Mrs. Limi Gibi
Administrator
Mar Baselious Memorial
Medical Mission Hospital ,
Kothamangalam
Email id: limigibi@gmail.com
Mob No : +91-9946141970

- Creates digital images of paperwork to be stored in electronic medical record
- Provides medical record information by request of patients, hospital staff, Law-firms, insurance companies and government agencies.
- Qualified to revise and implement retention and disposal, schedules in conformance to the organizations record management system procedures.
- Retrieval of relevant records when necessary and abstracting information.
- Scanned new discharge records into EMR system.
- Trained in organizing and maintaining the clinical database.

PROFFESIONAL SKILLS

- Knowledge in ICD10, ICD 10CM, ICD 9 CM, CPT and HCPCS
- Data entry
- Medical Records Keeping
- Insurance Verification

CONFERENCE ATTENDED

- **MEDRECON 2018**
18th National Conference on Medical Records and Health Information Transformation in context of Digital India. Hosted by Rajiv Gandhi Cancer institute and Research Centre, Delhi in association with HERAI
- **MEDRECON 2017**
17th National Conference on Health Information Management-Key to quality Healthcare, hosted by G. Kuppuswamy Naidu Memorial Hospital, Coimbatore in association with HERAI

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge

Place : Kolenchery

Biltha Mariam Baby