

**ARSHAMOL C.T**  
**MEDICAL RECORDS PROFESSIONAL**  
Phone: 9526209684  
Email: [arshmolct1999@gmail.com](mailto:arshmolct1999@gmail.com)



### OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

### EDUCATIONAL BACKGROUND:

NAME OF EXAMINATION	NAME OF INSTITUTION	YEAR OF PASSING	REG. NO	SCORE
MSc MEDICAL DOCUMENTATION	SME CPAS GANDHINAGAR	2022	2012305	-----
BSc MATHEMATICS	B.K COLLEGE AMALAGIRI	2019	160021037149	91.5%
HSE (BIO-MATHS)	St. EPHREMS HSS MANNANAM	2016	3121028	86%
SSLC	St. PAUL'S GHS VETTIMUKAL	2014	425882	98%

### ACHIVEMENTS

- Attended multiple webinars conducted by HIIM
- Completed certificate course in Type setting with latex
- Passed C level examination of Junior Red Cross
- Completed Bachelor's degree with A+ grade
- Passed DCL IQ Scholarship with A grade

### Professional Experience

#### • Internship from 14/11/22 to 13/01/22 at **AVITIS HOSPITAL PALLAKADU**

As a part of our curriculum, I have a project on the topic "The digitization of patient care : A review of the effect of electronic medical records on health care quality and utilization."

During my project work I gathered information about EMR, coding, deficiency checking, indexing, tracking of medical records also death and birth registration

#### • Internship from 01/07/22 To 31/07/22 at **RCC TRIVANDRUM**

I have completed one month posting in RCC Trivandrum for studying various departments in a cancer center. During this posting I gathered information about maintaining a good medical record also get familiar with ICD-O and ICD-10

#### • Internship from 02/03/22 to 24/03/22 at **LAKESHORE HOSPITAL KOCHI**

I have completed 20 days posting in Lakeshore Hospital. During this project gathered information about sorting, deficiency checking, indexing and filing of medical records

• **Internship from 11/09/21 to 23/09/21 at MATHA HOSPITAL THELLAKOM**

During 10 days posting in Matha hospital I get familiarized with various departments in a hospital and it's functioning

**SKILLS:**

- Technical skills- Knowledge about the computer system , software applications, Excel, word and Medical Records software like Ellider.
- Proficiency in medical Terminology.
- Good at Manual and Online Coding.
- Knowledge about various filing and numbering system
- Trustworthy to maintain patient confidentiality
- Communication skills
- Advanced ability to perform detailed tasks under pressure.
- High Attention to Details
- Knowledge in assembling, deficiency checking, and filing

**PERSONAL DETAILS**

Name : Arshamol C.T  
DOB : 24/05/1999  
Age : 23yrs  
Gender : Female  
Marital status : Unmarried  
Father's Name : Thankachan Sebastian  
Nationality : India  
Religion : Christian  
Mother tongue : Malayalam  
Languages Known. : Malayalam, Hindi , English  
Permanent Address. : Cheruvil [H] Ettumanoor [PO] Kottayam,686631

**REFERENCE**

Suma .V. Madhavan  
Head of the dept. Dept. of medical documentation  
SME CPAS Gandhinar , Kottayam Ph : 9194474408

**DECLARATION:**

I hereby declare that all the information furnished above is true and complete to the best of my knowledge and belief

23/12/2022  
Ettumanoor

Arshamol C.T