



## **BILTHA MARIAM BABY**

### **Medical Records Technician**

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

Ph : +91-8547690996

Email id:  
[biltha1397.mariambaby@gmail.com](mailto:biltha1397.mariambaby@gmail.com)

#### **Skills**

- Time Management
- Medical Terminology
- 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  
Christian Medical College Hospital, Vellore
- **Observer Trainee Medical Records**      2018-2018  
M.O.S.C 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 Baselios 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.

## PROFESSIONAL SKILLS

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

## CONFERENCE ATTENDED

- **MEDRECON 2018**  
18<sup>th</sup> 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**  
17<sup>th</sup> 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