

# JAYAKRISHNAN PK

## MEDICAL RECORDS TL

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### OBJECTIVE

I am a Medical Records team lead and Documentation specialist who is looking towards the next step of my career. I've been working as a medical records TL and a documentation controller for a US based healthcare facility for the last two years. I'm experienced with the interface and procedures of many EHR softwares and have trained multiple employees on medical records management. I've also got experience in authorizations and referrals, home health - hospice medical documentation. I'm seeking a position where I can use my skills and my hard-working mentality efficiently. A job where I can use my communication skills, as well as my experience, and my team leading skills is what I am looking for.

### EXPERIENCE

#### APRIL 2017 - AUGUST 2017

Developer trainee, Phoenix info tech, Bangalore

#### SEPTEMBER 2017 - APRIL 2020

Supervisor, Endeavor Constructions, Cochin refinery, Ernakulam

#### NOVEMBER 2020 - PRESENT

Medical Records TL and documentation controller, Tequare technologies, Ernakulam

### ACHIVEMENTS

College magazine editor - C.E.T College of management science and technologies

Best supervisor - Endeavor Constructions, BPCL

Employee of the year - Tequare Technologies, Kaloor

### EDUCATION

#### Higher secondary education

St. Mary's Higher Secondary School Morakkala

Ernakulam, Kerala

JUNE 2012 - APRIL 2014

#### Bachelor of Computer Applications

CET College of Management Science and Technology

Ernakulam, Kerala

JUNE 2014 - APRIL 2017

#### Bachelor in English Language and literature (model II teaching)

Sree sankara College, Valayanchirangara, Ernakulam Kerala

JUNE 2018 - APRIL 2021

### LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

## LEADERSHIP

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I've trained many freshers in the field of Referrals, Medical Records and clinical Documentation department. I never had any trouble working as a supervisor for a long time because I've got great leadership quality within me. I worked with my folks, even when I was their superior officer, to finish the jobs assigned because I believe a leader should be the role model for others. I always had the team-working spirit and good leadership quality.

## PROJECTS

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- Hardware billing software

I've created a billing software for a hardware store as a part of my degree in computer applications.

- Research paper on Literature

I've done a paper on "Death and afterlife", as a part of my literature studies. The paper was a comparative study on different mythologies.

## REFERENCES

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Arun Gopi, Office Manager, Tequare Technologies.

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Nigil Nair from Endeavour Constructions

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Sheena Kaimal from Sree Sankara Vidyapeetom college

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## KEY SKILLS

- EHR SOFTWARES
- MULTILINGUAL
- WRITING SKILLS
- COMPUTER SKILLS
- ADAPTABILITY
- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- LEADERSHIP SKILLS

## AWARDS

- SHORT STORY WRITING
- BEST SUPERVISOR AWARD
- ESSAY WRITING
- EMPLOYEE OF THE MONTH