

CONTACT

CEREENA V JOSE

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OBJECTIVE

To work in the field of Health Information Management that will allow me to utilize my skills and knowledge to contribute to employer objectives, profitability and success with an organization offering potential for challenges and growth

EXPERIENCE

18 April 2022 -

- **Trainee Executive Medical Records**

Aster Medcity, Kochi

1. Working experience in Electronic Medical Records (EMR)
2. Qualitative and quantitative analysis of medical records
3. Medical coding
4. Hospital statistics preparation
5. Release of information to the patient, insurance TPA's and others on request
6. Birth and death registrations

SKILLS

- Confident, sincere and hardworking with a positive attitude
- Good communication and interpersonal skills
- Accepts responsibilities
- Team work
- Leadership quality
- Time management

EDUCATION

May 2022

- **MSc Medical Documentation**
School of Medical Education, Gandhinagar, Kottayam
77%

2019

- **BSc Chemistry**
Alphonsa College, Pala, Kottayam
81%

2016

- **Plus Two**
St. Mary's Higher Secondary School, Kuravilangad, Kottayam
93%

2014

- **SSLC**
St. Mary's High School for Girls, Kuravilangad, Kottayam
96%

PROJECTS

- **Compliance of Medical Records based on Coding at Lourdes Hospital from 01/02/2022 - 31/03/2022**

PERSONAL DETAILS

- Date of Birth : 29/04/1998
- Marital Status : Single
- Nationality : Indian
- Religion : Christian
- Gender : Female

PROFESSIONAL EXPERIENCE

- Undergone 2 months Internship at Lourdes Hospital, Ernakulam during the period of 01/02/2022 to 31/03/2022
- Undergone 1 month Internship at Amala Institute of Medical Sciences, Thrissur during the period of 15/11/2021 to 14/12/2021

- Undergone 20 days Internship at Aster Medcity, Kochi during the period of 11/01/2021 to 03/02/2021
- Undergone 10 days Internship at General Hospital, Kottayam during the period of 20/01/2020 to 30/01/2020

ATTENDED/ORGANIZED MEDICAL RECORDS CONFERENCE

- Participated as a delegate in the 20th Annual National Medical Records Conference MEDRECON 2020 organized and hosted by, the Health Informatics and Health Information Management (HIIM), Kerala State on 7th and 8th February at Nihara Resort and Spa, Kochi, Kerala, India

ACHIEVEMENTS

- Certificate in Computer Technology under the career oriented add-on programme sponsored by UGC
- Certificate of British Council's Aptis Test conducted under the auspices of the Government of Kerala

LANGUAGES

- English : Read, Write, Speak
- Hindi : Read, Write, Speak
- Malayalam : Read, Write, Speak

INTERESTS

- Traveling
- Music
- Reading

PASSPORT DETAILS

- Passport Number : W5979337
- Place of Issue : Cochin
- Date of Issue : 01/11/2022
- Date of Expiry : 31/10/2032

REFERENCE

- **Ms. Veena B G - "Aster Medcity, Kochi, India"**
Medical Records Manager
veena.balarajan@asterhospital.com
(+91) 9895345001
- **Ms. Suma V Madhavan - "School of Medical Education, Kottayam"**
Head of the Department (MSc Medical Documentation)
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