

## CONTACT

## REVATHY PS

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## OBJECTIVE

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A medical documentation post graduate who is seeking to find the opportunity to do the work in a fun and challenging working environment that will encourage me to improve and learn new and necessary skill as well as be motivated by the hospital to do my best for sale of helping myself and the hospital advancement in the health care delivery system

## EXPERIENCE

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01/04/2022 -  
01/04/2023

- **Medical Records Officer**

Santhi Hospital Omassery Kozhikode

Currently I had one year experience as Medical Records Officer in Santhi Hospital, Kozhikode. Detailed knowledge in the overall functions and other activities within medical records department.

01.11.2021 -  
04.03.2022

- **Medical Records Trainee**

KIMS Health Hospital, Kottayam

I had 4 month experience as observer trainee in KIMS health Kottayam. During the time period I expertise in the overall management of medical records.

16.03.2021 -  
16.05.2021

- **Project**

Lourdes Hospital Ernakulam

I done my project in " Analysis of medical records with special reference to quality of coding.

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- **Regional Cancer Center**

Had undergone 1 month posting in Trivandrum 10 days each in 3 hospitals.

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- **General Hospital, Trivandrum**

Had undergone 1 month posting in Trivandrum 10 days each in 3 hospitals.

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- **Government Hospital, Peroorkada, Trivandrum**

Had undergone 1 month posting in Trivandrum 10 days each in 3 hospitals.

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- **St. Thomas Hospital Chethipuzha, Kottayam**

Undergone 20 days posting.

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- **Caritas Hospital, Thellakom Kottayam**

Undergone 10 days posting.

## EDUCATION

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2023

- **Medical Coding and Billing**

Cigma medical coding academy

Pursuing

- 2021
  - **MSc.Medical Documentation**  
CPAS, SME Gandhinagar, Kottayam  
First class
- 2018
  - **BSc. Aquaculture (Model II zoology)**  
Government College Kottayam  
B
- 2015
  - **Plus Two**  
Board of higher secondary Education  
74%
- 2013
  - **SSLC**  
Board of Kerala  
75%

## SKILLS

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- Ability to motivate people
- Flexibility and Adaptability
- Working well with the public
- Basic book keeping knowledge
- Professional telephone manner

## PROJECTS

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- **Analysis of Medical Records with special reference to quality of coding.**

## LANGUAGES

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- English
- Malayalam

## PERSONAL DETAILS

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- Date of Birth : 22.08.1997
- Marital Status : Single Unmarried
- Nationality : Indian
- Gender : Female

## REFERENCE

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- **Mrs. Suma V Madhavan - "School of Medical Education Gandhinagar, P. O Kottayam "**  
Head of the Department, Medical Documentation  
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