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## EXPERIENCE

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**Eye Microsurgery & Laser Centre Thiruvalla**  
Medical Recording Technician

October 3 2022 -

- \* Assembling of IP Files
- \* Analyze medical records and identify documentation deficiencies
- \* Scanned paper patient charts into the system and ensured their accuracy
- \* Identify mistakes in reports and check with doctors to obtain the correct information.
- \* Set up and maintain medical files and databases, including records such as x-ray, lab, and procedure reports, medical histories, diagnostic workups, admission and discharge summaries.
- \* Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.
- \* Assist with Quality Assurance and provide feedback for new Coders.
- \* Abstract records to determine the correct Level of Service depending on the drug and medical supply used to assist patient at the time of service

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## EDUCATION

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<b>Pushpagiri Medical College Hospital Thiruvalla</b> Deploma in Medical Recording Technology 80%	2022
<b>Christ College Puliyanmala</b> Bachelor of Arts in Economics 75%	2020
<b>Nehru Smaraka Panchayath Higher Secondary School Puttadi</b> Higher Secondary 72%	2017
<b>St. Jerome's HSS Vellayamkudy</b> High School 78%	2015

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## SKILLS

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Medical Terminology Data entry and Management Speed typing Decision making Time management

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## PROJECTS

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A study on Medical Recording Department with special reference to Muthoot Hospital Kozhenchery

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## PERSONAL STRENGTHS

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Smart Working  
Flexibility  
Team building  
Coordinator  
Attention to Detail

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## PERSONAL DETAILS

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Date of Birth : 19/08/1999  
Marital Status : Single  
Nationality : Indian

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## REFERENCE

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**Mary Jacob - "Pushpagiri Medical College Hospital"**  
HOD of Medical Recording Department  
9447563864