

# Veena K M

Compassionate and service oriented healthcare professional with hands on experience in fast paced hospital environment. Efficient and reliable in medical terminology, data management, E-health recording and other administrative tasks.



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📍 Ernakulam, India

## EDUCATION

### Medical Records Assistant Training Course DDU-GKY, Nettani, Thiruvananthapuram

05/2022 - 04/2023

#### Courses

- Medical Records Assistant
- Medical Coding
- Medical Transcription

### M.Com. Finance and Taxation The Cochin College, Kochi

07/2019 - 12/2021

## WORK EXPERIENCE

### Medical Transcriptionist NanoDot Research Pvt. Ltd., Nagercoil, Tamil Nadu

01/2023 - 04/2023

#### Achievements/Tasks

- Maintained high accuracy and reliability in transcribing of reports with final diagnosis.
- Handling patient's information with HIPAA compliance.

### Medical Records Assistant General Hospital Neyyattinkara, Thiruvananthapuram

01/2023 - 04/2023

#### Achievements/Tasks

- Performed office related support tasks and clerical functions.
- Created and updated with physical and digital records of patients to maintain accurate documentation.
- Carried out front office duties utilizing data entry skills in framework of medical database.
- Assisting physicians during consultation in E-health recording.
- ICD 10 CM coding practices.
- Prepared survey analysis report regarding the hospital services and facilities.

### Medical Records Assistant Regional Cancer Centre, Thiruvananthapuram

03/2023 - 03/2023

#### Achievements/Tasks

- Kept accurate log for medical information and records.
- Specialised in Oncology Coding.
- Gone through Medical record tracking, issuing and receiving process and registration procedures.

## SKILLS

Proficiency in Medical Terminology

Familiar with ICD 10 CM

Typing speed of 50 WPM with 95% Accuracy

Proficiency in Office Automation

## PERSONAL PROJECTS

### Medical Records Science (10/2022 - 12/2022)

- Focused on various aspects of patients' record maintenance and its importance for smooth and efficient functioning of the hospital.

## VOLUNTEER

### National Service Scheme (01/2014 - 12/2016)

240 hours of community services done on special camp and actively participated on other social activities.

## CERTIFICATES

### Global Trade Management (01/2016 - 03/2017)

Approved by Mahatma Gandhi University, Kottayam.

### Office Automation (05/2014 - 06/2014)

Certified by Sree Shankaracharya Computer Centre Pvt. Ltd.

### Tally ERP 9.0 (02/2018 - 03/2018)

Certified by LCC Computer Education

## LANGUAGES

Malayalam

Native or Bilingual Proficiency

English

Professional Working Proficiency

Hindi

Elementary Proficiency

## INTERESTS

Writing malayalam fictions in E-book platform

Traveling and photography

Listening to music