



DINUPA STANLY

Health Information Management Professional

PROFILE

A versatile health information management professional, who is having good experience in providing excellent administrative support and applies exceptional organizational skills in managing day-to-day departmental activities with the focus on effective and efficient operations.

PERSONAL DATA

DOB : 16/03/1988
Nationality : Indian
Language : English
Marital Status: Married

CONTACT

Phone : +91 9447 954469
Email : dinupasonal@gmail.com
Address: Kannittayil, Alleppey
Kerala, India, Pin-688003

PROFESSIONAL ACHIEVEMENTS:

- ❖ Certificate of appreciation from the management of American Hospital Dubai for the contribution in achieving 6th Joint Commission International Accreditation in year 2014
- ❖ Selected as Medical Records Department Employee Ambassador in year 2017 as a part of Employee Engagement Program

EDUCATION

Executive Diploma in Health Information Management
Year 2021

Master degree in Business Administration
Year 2013

Bachelor degree in Science
Year 2008

Higher Secondary School
Year 2005

Secondary School
Year 2003

WORK EXPERIENCE

Manager

February 2019-February 2021
Medical Records Department, American Hospital Dubai

Role: Responsible for the effective and appropriate management of the organization's health records from their creation, right through to the disposal, and manages and directs all staff assigned to the Medical Records Department. Under the direction of the Department Director, plans, develop and manages a comprehensive health record and information management system of administrative and clinical data.

Administrative Coordinator

November 2016 – February 2019
Medical Records Department, American Hospital Dubai

Role: Assist and support in formulating, implementing and coordination of all administrative duties within the Medical Records Department designed to assess and enhance procedures and processes within the department/organization. Responsible for coordinating duties and

ONLINE COURSES ATTENDED: (Swank and Relias learning systems)

- ❖ HIPAA
- ❖ Patient legal rights
- ❖ Basic skills for medical office staff
- ❖ Basic medical terminology
- ❖ Quality improvement: The basics
- ❖ Custodial quality assurance
- ❖ Performance improvement & patient safety
- ❖ Service strategies in healthcare
- ❖ Documentation in EHR
- ❖ Legal aspects of documentation
- ❖ Legal issues relate to EHR use
- ❖ Critical thinking
- ❖ Corporate compliance: The basics

TRAINING ATTENDED:

- ❖ Six months' training on Medical Analysis
- ❖ Confidentiality
- ❖ Complaints & incidents management in healthcare facility
- ❖ Disaster management systems in healthcare facility
- ❖ Dubai Health Authority statistics & medical tourism data collection
- ❖ Joint Commission International accreditation program
- ❖ Customer service in healthcare
- ❖ Infection control, non-clinical
- ❖ Hands only CPR

WORKSHOPS ATTENDED:

- ❖ Root cause analysis
- ❖ Quality measures in healthcare facility
- ❖ Hospital policies and procedures
- ❖ Performance Improvement Project for Medical Records Department

PROJECTS DONE:

- ❖ *SWOT Analysis Study* at Spectrum Softech Solutions Pvt. Ltd, India
- ❖ A study on "*Effectiveness of Team*" at PIT Solutions Pvt. Ltd, India

allocation, coordinating meetings, booking and organizing education time tables for all Medical Records Department staff members, organizing and evaluating daily information received from the departments/services and general administrative and secretarial duties relating to Medical Records Department.

Administrative Secretary

November 2014 – November 2016

Medical Records Department, American Hospital Dubai

Role: Responsible for providing support for the functions of the Medical Records Department, as assigned and/or necessary, including maintaining department files and stock, typing department correspondence and coordinating appointments/meetings for department Director.

Senior Medical Transcriptionist

November 2009 – February 2014

Spectrum Softech Solutions Pvt. Ltd. India

Role: Responsible for timely completion of all the voice file dictations under specific assigned physicians with minimal supervision and direct quality check, review, and upload without third party involvement.

Medical Transcriptionist

November 2008 – November 2009

Spectrum Softech Solutions Pvt. Ltd. India

Role: Listen to voice recordings from physicians and other healthcare professionals and convert them into the form of an appropriate written medical report.

CORE PROFESSIONAL QUALIFICATIONS:

- Maintains confidentiality of all data and information at all times.
- Highly motivated, competent, and enthusiastic and willing to be trained in all different aspects.
- Capable of managing multiple tasks with an emphasis on retaining quality standards & ability to meet tight deadlines.
- Ability to quickly assess and prioritize projects and office tasks and works with own initiatives to get through the assigned tasks in a timely manner, under minimal supervision.
- Proficient at evaluating problems and devising practical solutions.
- Highly organized and dedicated.
- Good team player and motivator.