

CURRICULAM VITAE



NIDHIN MATHEW

MEDICAL RECORDS TECHNICIAN

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PERSONAL DETAILS

Father's Name : Mathew Scaria

Mother's Name : Molly Mathew

Date of Birth : 29-11-1998

Nationality : Indian

Marital Status : Single

Languages Known : English, Malayalam
Hindi

OBJECTIVE

Seeking a position with opportunity for growth and a place where I can apply my advanced methodical ways of thinking, qualitative communication skills and analytical problem solving skills to help increase and maintain a higher level of productivity and quality services.

PERSONAL QUALIFICATION

NAME OF DIPLOMA	NAME OF UNIVERSITY/ BOARD	YEAR OF PASSING	INSTITUTION
Diploma in Medical Record Technician	CMAI	September 2021	Jubilee Mission Medical College And Research Institute, Thrissur

EDUCATIONAL QUALIFICATION

NAME OF COURSE	NAME OF UNIVERSITY/ BOARD	YEAR OF PASSING	INSTITUTION
Plus Two Humanities	STATE	March 2016	Government Higher Secondary School Panamattom,
S.S.L.C	STATE	March 2014	St.Joseph's HSS Vilakkumadom
Degree BA History	M G University	March 2019	St Thomas College Palai

HOSPITAL INFORMATION

Jubilee Mission Medical College And Research Institute Is A1600 Bedded Super Specialty Hospital With 18 Operation Theaters. The Surgical Specialty Includes Neurosurgery, Jointsurgery, Orthosurgery, Urology, Gastroenterology,Plasticsurgery,Faciomaxillary, Generalsurgery, Pediatric Surgery,Gynaecology, Ophthalmology.

COMPUTER QUALIFICATION

Basic ,MS Office(Word, Excel Power Point) Internet, E-Mailing
DTP & Malayalam Typing

EXPERIENCE

1 Year Intrenship experience as Medical Records
Department in Jubilee Mission Medical College Thrissur.
(2021-2022)
The Medical Records department is well-equipped and
fully computerized

ACTIVITIES

- * New and repeat registration
- * Retrieval and filing of medical records
- * Mounting of laboratory reports
- * Admission procedures
- * Medico legal procedure in medical documentation
- * Correction and authentication of patient identification data
- * Retention and destruction of inactive medical records
- * Hospital statistics
- * Assembling of medical records in prescribed order
- * Incomplete records control
- * Forms Creations
- * Deficiency check
- * Record analysis
- * Coding and indexing

Job Responsibilities:

Maintains record of patient care by compiling, reviewing,
and filing documentation of patient's condition, treatment,
and health outcome

Extra Duty

Covid Duty Co-ordination ,Swab Collection,
Antigen Testing, Assist, Data Entry

DECLARATION

I hereby declare that the abovefacts given by me are
true to the best of my knowledge

NIDHIN MATHEW

ADDRESS IN HOME COUNTRY

**Kochupurackal House
Vanchimala
Vanchimala P O
Kottayam-686508
Kerala,India**

SKILLS

- * Electronic Medical Record (EMR)
- * Electronic Health Record (EHR)
- * Time Management
- * Organization
- * Attention to Detail
- * ICD 10 & ICP
- * Professionalism
- * Productivity
- * Documentation Skills
- * Written Communication
- * Data Entry Management
- * Acute Care Of MLC
- * Birth and Death