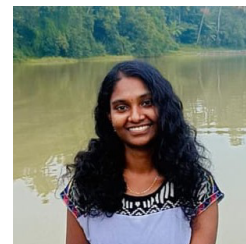# LIJIMOL C

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lijimolchembanthodi@gamil.com

Objective

A resilient, hardworking and dedicated Medical Records Assistant trainee who has hands on experience in Medical Transcription, Medical Coding and Medical Records handling. I am seeking a platform where I can flourish and put in my knowledge, skills and assist the esteemed organization in their growth and success.

Experience

- **Sree Avittam Thirunal Hospital(SAT) Thiruvananthapuram** -
  Medical Records Training
  I have undergone Medical Records training at Sree Avittam Thirunal Hospital,Thiruvananthapuram under various sections like;
  1. Training at Medical Records Department
  2. ICD-10 CM coding
  3. Live correction (Changing name, address, phone number etc) in EHR
  4. Coorporation correction
  5. Hands on training in EHR
  6. File receiving, coding, indexing, sorting, and filing

- **Sree Chitra Tirunal Institute for Medical Sciences & Technology(SCTIMST)** 16-05-2023 - 05-06-2023
  Medical Records Assistant Training
  1. Receiving, assembling, deficiency checking, coding, indexing, sorting and filing of medical records
  2. Hands on training in EMR
  3. KASP training
  4. Private Insurance Claim Processing
  5. Appointment booking, canceling and rescheduling

- **Regional Cancer Center Thiruvananthapuram (RCC)** 01-05-2023 - 15-05-2022
  Medical Records Assistant Training
  1. Training at MRD
  - Receiving, coding, indexing, assembling, sorting and filing of Medical Records
  -MR issuing for research and studies
  2. Training at various clinics like Breast and CNS, Head and neck etc.
  3. Appointment booking, canceling and rescheduling
  4. Interaction with patients and bystanders

- **Government General Hospital Neyyattinkara** January -2023 - April-2023
  Medical Records Training
  I have undergone Medical Records training at General Hospital Neyyattinkara, Thiruvananthapuram under various sections like;
  1. Hands on training in EHR
  2. Training at Medical Records Department
  3. ICD-10 CM coding, filing, indexing and sorting
  4. Training at kiosk of KASP (Karunya Aarogya Suraksha Padhathi)
  5. Scribing for physicians at various departments

- **NanoDot Research Pvt Ltd, Nagercoil, Tamil Nadu** January-2023 - April-2023
  Medical Transcription
  Scribing and transcribing dictations of physicians in offline mode. (Night Shift)

- **Samagra Shiksha Kerala** - 2019
  Mentor
  I have been a mentor in a science enrichment camp which was part of 'Sasthrapadham', organized by Samagra Shiksha Kerala. This helped me a lot to improve my leadership skills.

- **Tata Consultancy Services, Kochi** - 2017
  Junior Software Developer
  Internship in Junior Software Developer program as part of ASAP (Additional Skill Acquisition Program)

Education

Course / Degree	School / University	Grade / Score	Year
Medical Records Assistant	DDU-GKY (Deen Dayal Upadhyaya Grameen Kaushalya Yojana)		
Master's Degree	Gov. Victoria College, Palakkad (Calicut University)	75%	2020
Bachelor's Degree	MES Keveeyam College, Valanchery	78%	2018
Higher Secondary	Brothers Higher Secondary School, Mavandiyur	88%	2015
SSLC	Brothers Higher Secondary School, Mavandiyur	98%	2013

Skills

- EHR
- EMR
- Microsoft Office(Word, Excel, PowerPoint etc)
- Typing Speed of 45 WPM with 95% minimum accuracy
- Detail oriented analysis, Determination, Hardworking, Punctuality, Observation skills

Languages

- Malayalam - Native Language
- English - Professional
- Hindi - Intermediate
- Tamil - Intermediate

Declaration

- **Acknowledgement**
  "I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars."

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