

RINSHAD SHAHUL HAMEED

@ arsanuars@gmail.com

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📍 Anjathani house, thenkurissi post, palakkad dist, kerala state, India

Experienced MEDICAL RECORDS with 2 years of experience in hospital. Excellent reputation for resolving problems and improving customer satisfaction. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

CONTACT

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OBJECTIVE

Reviewed open and closed records to comply with medical record documentation policies and reported findings to nursing services director. Input data into computer programs and filing systems. Communicated effectively with staff, patients and insurance companies by email and telephone. Utilized HOSPITAL INFORMATION SYSTEM to manage and confirm patient data, such as insurance, demographic and medical history information. Followed exact procedures for handling transfers and other releases of medical records. Reviewed medical records for completeness and filed records in alphabetic and numeric order. Secured medical records against loss or unauthorized access. Maintained accuracy, completeness and security for medical records and health information. Maintained database for storage and retrieval of medical records.

EXPERIENCE

15 Aug 2020 - May
2022

- **Mediclinic middle East Dubai UAE**
Administration assistant
Medical records admin

EDUCATION

2018

- **Nehru arts and science college coimbatore**
Bachelor of computer applications
75

SKILLS

- Records review Teambuilding Decision-Making Excellent Communication Self-Motivated HIS Software Proficiency Flexible and Adaptable Problem-Solving Clerical Support