

# Rosemary K S

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## Objective

Seeking employment as a medical records assistant, that will allow me to utilize my education and skills while delivering high quality services.

## Experience

### Medical Records Assistant

20/7/23 - 19/8/23

Regional cancer centre, Trivandrum

- Done duties like issuing, receiving, assembling, deficiency checking, indexing, sorting and filing of medical records
- Cancer coding(ICD-O)
- Medical records tracking
- Appointment booking, cancelling and rescheduling
- Training at various clinic like Gynaec and Genitourinary, Chest and Gastro etc.
- Scanning of medical records

### Medical Records Assistant

9/5/2023 - 19/7/23

General Hospital, Neyyattinkara, Trivandrum

- Filing and retrieval of case records and medico-legal cases
- Done ICD coding
- Deficiency checking
- Preparing registers of brought dead, RTI applications etc
- Birth and Death correction and e-health management
- physician assisting
- Census of IP and OP

## Education

Course / Degree	School / University	Grade / Score	Year
1 year skill course in Medical Records Assistant	Ddu -gky, Nettani, Trivandrum	80.9%	2023
Bsc zoology	Mahatma Gandhi university, Kottayam	B	2019
HSE	H. G. C. G. H. S. S, Thottakkattukara, Aluva	78.92%	2016
SSLC	H. G. C. G. H. S. S, Thottakkattukara, Aluva	95.5%	2014

## Skills

Knowledge in terminology and anatomy

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

Typing skill

Basic knowledge in medical coding

Communication skill

Team collaboration

## Languages

Malayalam

English

Hindi

Tamil

## Personal Details

Date of Birth

21/11/1998

Marital Status

Single

Nationality

Indian

Gender

Female

## Declaration

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