



SOUMYA PS

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Objective

To achieve and maintain highest attainable levels of professional competence in health information management and to contribute to the development and application of effective systems for creating quality health data in a reputed organization.

Work Experience

- Currently Working as Medical Records In-Charge at Sunrise Hospital, Kakkanad, Kochi
- 9 years experience in Medical Record Dept. in Various Hospitals
- Worked as Medical Records In-charge in Renai Medicity Palarivattom, Kochi From May 2015 to Feb 2017.
- Worked as Sr. Medical Record Executive in Medical Records Department in NMC Speciality Hospital, Abudhabi. From 23-09-2012 to 23-09-2014 (NMC Speciality Hospital is the Joint Commission International accredited hospital)
- Worked as Asst. Medical Record Officer in Ekm Medical Centre from 16-01-2012 to 21-08-2012
- Worked as Medical Record Officer in Elite Mission Hospital Thrissur from 04-05-2009 to 20-10-2011
- Worked as Medical Record Technician in Amrita Institute of Medical Sciences Kochi from 07-2007 to 22-04-2009.

Career Profile

- Organization of Medical Records Department through Establishing standard operating procedure and policies
- Manage the technical areas of medical records department, including inpatient and out patient processing and analysis, physician incomplete area, correspondence and release of information and permanent filing.
- ICD coding, Medical reimbursement, Medical audit, and Health Information statistics.
- Manage the department and supervise clerical workers, directing and controlling activities of personnel in the Medical Record Department.
- Release of information to person and agencies according to the rules and regulations.
- Training supervising, appraising performance and implementing corrective action for the Medical Record Staff.
- Preparing statistical reports and graphical presentation as per the requirement of management.
- Daily report to the management on census and daily activities.
- Medical Records Auditing
- Medico Legal Procedures such as maintaining of MLC Registers & Records, issuing of concerned certificates.
- Dispatching the birth and death reports to the concern Panchayath/Municipality.
- Preparing Hospital statistics and Department wise assessment as per the requirement of Management.

- Exposure to JCIA-Joint Commission International Accreditation standards of Medical Records during the preparation period of Surveillance audit for accreditation.
- Actively participating in maintaining JCI standards for Medical Records.
- Open medical record audit of all specialties (hundred records per month).
- Experience in eMR.
- Qualitative analysis of medical documentation

Achievements

- Participated in the project for JOINT COMMISSION INTERNATIONAL ACCREDITATION (International Healthcare Standard) at NMC Speciality Hospital, Abudhabi and has completed the project successfully

Education

- Master of Applied Science in Medical Documentation from School of Medical Education, Mahatma Gandhi University
- B.Sc. (Zoology) from Christ college Irinjalakuda
- Pre-Degree from Sacred Heart College Chalakudy
- S S L C from Board of Public Examinations Kerala

Training Programs

1. Safdurjung Hospital New Delhi
2. G. Kuppuswamy Naidu Memorial Hospital Coimbatore, Tamilnadu
3. Apollo Health City-Hyderabad, Andhra Pradesh.
4. Regional Cancer Centre Thiruvananthapuram
5. Sree chitra Institute of Medical Sciences Thiruvananthapuram

Seminars Attended: MEDALLION 2006

Personal Information

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| Name | : | Soumya.P.S |
| Gender | : | Female |
| Age & Date of Birth | : | 30; 31/05/1984 |
| Blood Group | : | O+ve |
| Nationality | : | Indian |
| Father's Name | : | P.P. Subran |
| Marital Status | : | Married |
| Languages Known | : | English, Malayalam, Hindi |
| Passport Number | : | H 3389297 |

Reference:

1. Suma V Madhavan
HOD
Department of Medical Documentation
School of Medical Education, M G University
Gandhinagar, Kottayam
Kerala
Mob No: 0091 9447 41 4208
2. Anitha.P.S
Asst.Manager
Medical Record Dept.
NMC Speciality Hospital
Abudhabi
Mob:00971 559440027

Declaration

I do here by declare that the information furnished above is true to the best of my knowledge and belief.

SOUMYA.P.S