

Anna Raju

Ponthempilly (H) Chengal Kalady P.O PINCODE- 683574
9207130802 | annaraju201@gmail.com



Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Experience

Regional cancer centre Trivandrum

11-07-2023 - 19-08-2023

Medical Records Assistant

1. Training at MRD

* Receiving, Assembling, Deficiency checking, Cancer coding (ICD O), Indexing, Sorting and filing of Medical Records

* Medical Records issuing to other clinic and to physician study purpose

2. Training at various clinic like Chest and Gastro, Head and neck etc.

3. Appointment booking, cancelling and rescheduling

Medical College Trivandrum

19-06-2023 - 29-06-2023

Medical Records Assistant

1. Training at MRD

2. ICD 10-CM Coding

3. Live correction in EHR

4. Cooperation correction

5. Hands on training in EHR

6. File receiving, coding, indexing, sorting and filing.

Neyyattinkara general hospital Trivandrum

09-05-2023 - 19-07-2023

Medical Records Assistant

1. Performing routine works in Medical Records Department, receiving applications from patients etc

2. ICD 10-CM Coding

3. Census of IP and OP

4. Filing and retrieval of case records and medico-legal cases

5. Deficiency checking

6. Uploading data to generate medical board certificate

7. Preparing of registers of brought dead, RTI applications, Reports of chemical examiners laboratory

8. Birth and Death correction and e-health management

9. Physician Assisting

Education

DDU-GKY Trivandrum

2023

Medical Records Assistant

Mahatma Gandhi university Kottayam

2019-2022

B.Sc Zoology

MGM Govt Higher secondary school Nayathode

2019

Biology Science- HSE

St. Joseph's Hss Chengal

2017

High School SSLC

Skills

Typing speed 70 AWPM, Basic knowledge in medical coding
Microsoft powerpoint ,Excel,word.
Filing,sorting,Receiving,Indexing and Coding of Medical Records
Listening ability
Leadership Quality

Projects

Project On Post Covid Health issues

Interests

Watching movies
Photography
Participating social activities
Dancing

Activities

Watching sports

Languages

English Read,write,spoke
Malayalam Read,write,spoke
Hindi Read,write

Personal Details

Date of Birth : 19/09/2001
Marital Status : Unmarried
Nationality : INDIAN
Religion : Christian
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.