

# Mary Annu

Result driven and attentive medical record technician experienced in implementing healthcare guidelines and monitoring and track recording patient files.



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## Objectives :

Looking for a challenging role as of a medical record technician in a hospital where my skills and knowledge can be utilized to the fullest. I would like to secure a position with your leading organization that will lead to a long-term career relationship.

## Experience :

February 2003 to August 2010. Saad Specialist Hospital, Al-Khobar, Saudi Arabia, Health Records Clerk

- Assembling & analyzing patient's charts and flagging deficiencies, making charts available for appointment and patient visits.
- Preparing files for doctors as chart completion
- Chart completion/Chart Deficiency - purging flags after doctors complete the file.
- Updating the deficiency in the system.
- Updating charts with loose reports (discharge summary/operative reports/histopathology reports).
- Making the patients charts available for appointments and patients visits.
- Chart retrieval procedures . (Re-filing, sorting, sign in and sign out of patient charts)
- Locating and tracking missing charts.
- Worked in the Release of information (medical reports) department.
- Making incomplete chart notice for doctors.
- Assisted in JCIA, Australian, and Canadian accreditations.

## Education :

- Presently attending Medical Coding classes in an Institute.
- Bachelor of Commerce – Bombay University (India)
- Diploma in management – Bombay University (India)