



SAJNA SHAJI

DOB :11/03/1994

MEDICAL RECORD TECHNICIAN, MEDICAL
TRANSCRIPTIONIST, MEDICAL CODER,
HOSPITAL ADMINISTRATOR ASSISTANT

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. Looking forward to work with a work driven environment where I can utilize and apply my knowledge and skills which would enable me as a fresher to grow while fulfilling organizational goals

CONTACT



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EDUCATION

- MSc Medical Documentation, MG University
- Bsc Botany MG University

PROFESSIONAL SKILLS

- Sorting and Filing of Medical Records
- Medical Transcription
- Medical Coding Ability with ICD-10, CPT & Hcpcs and ICD-O.
- Hospital Administrator Assistant
- Hospital Statistics Program
- Diploma in Computer Application

EXPERIENCE

- Medical Transcriptionist at B&B Memorial Hospital Thrikkakkara - 1 Year

JOB RELATED EXPERIENCE

Medical Records and Librarian

- Training in General Hospital, Ernakulam (10 Days)
- Training in Lourde's Hospital Ernakulam (20 Days)
- Training in Regional Cancer Centre and Women and Child Hospital, Thucaud Trivandrum (1 Month)
- Attended as a Delegate in 2 days Conference, KIMS Hospital at Hyderabad (HIM INDIA INFO -2015)
- Attended as a Delegate in 2 days MEDRICON N-2017, GKNM Hospital Coimbatore

DIPLOMA COURSES

- Diploma in Hospital Administration at Viswavidhya Peedhom
- Medical Coding - ICD -10, CPT and Hcpcs at Avodha
- Diploma In Computer Application, Keltron

INTERNSHIP PROGRAMS

- Internships in AMALA INSTITUTE OF MEDICAL SCIENCE THRISSUR on topic about Qualities of Medical Records in Patient Care Evaluation