

Mary Annu .
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Objectives :

Looking for a challenging role 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.

Full Name : Mrs. Mary Annu.

Mailing Address : Same as above

Summary:

Worked in Saad Specialist Hospital (Saudi Arabia) as Medical Record Technician, from February 2003 up to August 2009, with Quality & Analysis of Health Records, did statistical work of health records and the day – to –day work of ensuring that the patient health records reaches its destination for best patient care. Was part of the medical records department during all the accreditation that the organization had gained.

Experience Details

- **February 2003 to August 2009.** Saad Specialist Hospital, Al-Khobar, Saudi Arabia Technician, Health Records.
- Assembling & analyzing patient's charts and flagging deficiencies, making charts available for appointment and patient visits.
- Preparing files for doctors.
- Chart completion/Chart Deficiency - purging flags after doctors complete the file.
- Updating the deficiency in the system.
- At the end of every week preparing notice or suspension letters for doctors.

- Updating charts with loose reports (discharge summary/operative reports/histopathology reports).
- Making the patients charts available for appointments and patients visits.
- Re-filing, sorting, sign in and sign out of patient charts (Chart retrieval).
- Locating and tracking missing charts.
- Making new files as required.
- Worked in the Release of information (medical reports) department.
- Making incomplete chart notice for doctors.
- Assisted in JCIA, Australian, and Canadian accreditations.

Achievements:

1. Was trained in JCIA Accreditation. (Joint Commission International Accreditation).
2. Was trained in Canadian Accreditation.
3. Was trained in Australian Accreditation ACHS. (Australian Council on HealthCare Standards).

- **January 1994 to January 2003** Different firms in Bombay, India Accounts & Administration
 - Office administration and management.
 - Correspondence.
 - Accounting works.
 - Further education.

Education

- Presently joined Medical Coding classes.
- Bachelor of Commerce – Bombay University
- Diploma in management – Bombay University

Skills

- Computer – Word, Excel.
- Good Communicator – Responsible and positive attitude.
- Approachable – Good Listening skills.

To,
The Manager,
Human Resources Department.

Sir / Madam,

I am writing to express my interest in the position of **Medical Record Technician** in your organization. I would like to share my enthusiasm and ability to work in your organization.

The accompanying resume can serve to provide you with details of my background.

Looking forward for a positive result.

Thank you for your valuable time and consideration for me.

Sincerely yours,

Ms. Mary Annu.

Mobile: +917511120595