

KAVYA SIJI



CONTACT



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SKILLS

.Medical record management .
Medical record release , process of
admission power . Alpha / Numerical
fileing out skills . office pratice and
procedures . Medical terminology .
'WHO' ICD-10 coding system

LANGUAGES

.English & malayalam

OBJECTIVE

Medical Records technician with one year experience in medical coding and patient record management . Experienced in Medical Records maintenance and delivery of Medical Records

EXPERIENCE

Jubilee Mission Medical College And Research Institution

2022 - 2023

Medical Record Technician

one year experience as medical coding

Prepared reviewed and maintained medical charts for variety of programs

Coordinated medical release of records in accordance with established laws ,rules and regulations regarding confidentiality

Medical legal procedures in Medical Documentation

Hospital statistics

Coding

Indexing

Record Analysis

Deficiency Checklist

Maintain report and Records

Birth and Death Register Process

Outpatient and Inpatient Chart Processing

Medical Record audit

EDUCATION

Jubilee Mission Medical College And Researcher Institution

2020 -2023

Diploma in medical record technology

G H S S Kodakara

2020

Higher Secondary

70%

G H S S Kodakara

2018

S S L C

92%

PROJECTS



Medical Coding

Malankara Orthodox Syrian church medical college

ADDITIONAL INFORMATION

Date of Birth : Dec 17 2002

Marital status : Single

Nationality : Indian

DECLARATION

Declaration

Thereby I declare that above details are genuine and correct best of Knowledge