## KAVYA SIJI



#### CONTACT

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Karimparambil (H) Perambra P.0 Kodakara .

Kerala. India



@ kavya002siji@gmail.com

## 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%

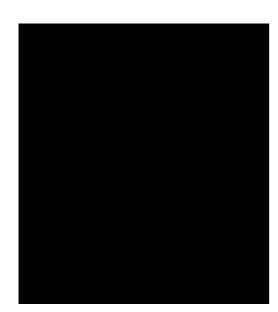
G H S S Kodakara

2018

SSLC

92%

**PROJECTS** 



## **Medical Coding**

Malankara Orthodox Syrian church medical college

# ADDITIONAL INFORMATION

Date of Birth: Dec 17 2002 Maritial status: Single Nationality: Indian

# **DECLARATION**

#### **Declaration**

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