



VRINDA RAJ

CONTACT

 vrindavan
poolanthara
santhigiri p o
Thiruvananthapuram

 7034269485

 vrindaraj29302@gmail.com

 02/02/1999

SKILLS

- Strong communication skills. Basic computer skill. Good team player with leadership qualities. Skilled in electronic medical record preparation. Assisted in medical records quantitative and qualitative analysis and deficiency control. Knowledge of health care system and medical terminology.

Prioritize daily work to include independent problem solving and decision making without daily supervision. Provides administrative support to the entire clinical staff. Worked on the implementation of the Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (AB-PMJAY) in SCTIMST. Participated in the audit of Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (AB-PMJAY) scheme.


Prepare and maintain hospital statistics and daily census. Assisted in preparing and filing all internal and external correspondence and medical records corresponding to the filing system.

Trained in medical coding. Attended classes on coding and its importance on medical reimbursement and research.

OBJECTIVE

To acquire a position in a reputed institute with major responsibilities that will effectively utilize my technical, communicative, leadership and organization skills which help in my growth along with the growth of hospital.

EDUCATION

 **PG DIPLOMA IN MEDICAL RECORDS SCIENCE**
2021-2023
CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY

B.SC ZOOLOGY
2018-2021
70.83%
MAHATMA GANDHI COLLEGE, TVM, Kerala University


BIO SCIENCE(senior secondary)
2016-2018
83.75%
GOVT.HSS PIRAPPANCODE

CENTRAL BOARD (secondary education)
2016
98%
SANTHIGIRI VIDYA BHAVAN, TVM

PROJECTS

 **STANDARDIZATION OF MEDICAL RECORDS FORMS ACCORDING TO NABH ACCREDITATION IN SREE CHITRA INSTITUTE FOR MEDICAL SCIENCE AND TECHNOLOGY**

REFERENCE

 **SIVAPRASAD**
senior medical records officer
smro@sctimst.ac.in
sree chitra tirunal institute for medical sciences and technology

SURESH KURUP
professor, Zoology
Mahatma Gandhi college, TVM

DECLARATION

I solemnly declares that all the information furnished in this document is free of errors to the best of my knowledge. I take full responsibility for the correctness of the said information.