



# ABITHA CHERIAN

MEDICAL RECORD TECHNICIAN

## OBJECTIVES

Sincere, hardworking and self-motivated with proven problem analysis and solving skills. Seeking to apply my acquired knowledge and experience to effectively fill the role as **Medical Record Executive / Technician** in your esteemed organization.

## CONTACT DETAILS

House Name: Panakkezhham  
Arpookara,  
Kottayam - 8

Mobile: +91 8157028334

Email: [abithacherian96@gmail.com](mailto:abithacherian96@gmail.com)

## PROFESSIONAL SKILL

- Strong knowledge in Medical terminology and coding.
- Trained in ICD-10, ICD-O&ICPM
- Expertise in Hospital statistics
- Deficiency Checking
- Qualitative and Quantitative Analysis of documentation
- MS-Office (Word, Excel, PowerPoint)
- Internet & Email

## PROFESSIONAL SUMMARY

With over three years of experience as a Medical Record Technician in a reputable Indian organization, I possess expertise in relevant computer software for efficient medical record management. Additionally, my excellent communication skills foster effective information conveyance and collaboration with others.

## PROFESSIONAL EXPERIENCE

Working as Medical Record Technician in **P K Das Institute of Medical Sciences**, Ottapalam, Kerala (2021 December 1st - Still Working) **P K Das Hospital** is a **NABH entry level accredited 1250 bedded tertiary care multi super specialty hospital**.

Worked as **Medical Record Executive** (from March 2020) at **Apollo Adlux Hospital**, Angamali, Ernakulam, Kerala.

## WORK EXPERIENCE

- Create patient admission and discharge documents.
- Transfer data from doctor's notes into patient's e-records
- Transfer data from doctor's notes into
- Ensure accuracy and conformity with regulations.
- Retrieval of patient's medical records.
- Communicate with healthcare professionals.
- Prepares statistical reports eg. Types of diseases treated, surgery performed, use of hospital beds etc.

## SEMINAR/ CONFERENCES ATTENDED

- **MEDRECON** Conference at Chennai organized by Health Records Association of India on topic Reimagining EMR.
- **BIORADIANCE** 2017: Demystifying Biostatistics conference organized by Pushpagiri Medical College Hospital, Thiruvalla.

## **PERSONAL INFORMATION**

Date of Birth: 11 August 1996  
Gender: Female  
Marital Status: Married  
Father: K.J. Cherian  
Spouse: Jobin M D

## **STRENGTHS**

Positive attitude, Teamwork, Quick learner

## **HOBBIES**

Gardening, Cooking

## **REFERENCES**

### **Mr. ARUN V K**

Manager  
Medical Record Department  
Apollo Adlux, Angamaly,  
Ernakulam  
Ph: +91 9704816267

### **Mr. ABY THANKACHAN**

Medical Record Officer  
Medical Records Department  
PK DAS Institute of Medical Sciences  
Vaniamkulam, Ottapalam, 679522  
Ph: +91 8075704207

## **TRAINING EXPERIENCE**

- Moulana Hospital, Perinthalmanna, Malappuram, Medical Record Department from 14/08/2019 - 14/10/2019.
- Lourdes Hospital, Ernakulam from 01/08/2018-24/08/2018.
- Government - Women & Children's Hospital, Thycaud, Trivandrum, from 21/02/2019 - 02/03/2019.
- Regional Cancer Centre, Trivandrum from 28/01/2019- 07/02/2019.
- General Hospital, Vanchiyoor, Trivandrum, in medical record library from 08/02/2018-17/02/2018.
- Holy Ghost Mission Hospital, Muttuchira, Kottayam, from 01/01/2018-12/01/2018.

## **EDUCATION**

**M.Sc. Medical Documentation** - 2nd Rank.  
(School of Medical Education, MG University, Kottayam)

**B. Com.**- BCM College, Kottayam  
(MG university)

**XII** - St. Ephrem's HSS, Mannanam  
(HSE)

**SSLC**- St. Philomina's Girl's High School  
(Kerala State Board of Education)

## **DECLARATION**

I want to emphasize my ability to successfully undertake any job that aligns with my qualifications and experience. I assure you that I will handle tasks with utmost care, balancing thoroughness with adaptability, and ensuring my work is efficient. My dedication is focused on achieving complete satisfaction for my employer.

**Abitha Cherian**