

**Aiswarya V M**

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9539031497



## CAREER OBJECTIVE

Aiming for a role as a Medical Records Technician that will allow me to utilize my knowledge of medical terminology and coding standards while providing excellent customer service.

## SKILLS

Communication	Excellent written and verbal communication skills.
Medical Coding	Correction and authentication of identification data, Retrieval and filing of medical records, Hospital Statistics, Assembling of Medical Records in prescribed order, Deficiency check, Incomplete records check, Record analysis, Medical coding and indexing
Hard Working	constantly, regularly, or habitually engaged in earnest and energetic work
Computer Knowledge	MS Office

## EXPERIENCE

Dec 2022 to Still Working	<b>Ahalia Diabetes Hospital</b>
Medical Record Technician	New and repeat Registration Retrieval and filing of Medical records Correction and authentication of patient identification data Retention and destruction of inactive medical records Hospital Statistics Assembly of medical records in prescribed order Deficiency check Incomplete record control Record analysis Coding and indexing

## PROJECTS

### Project Name : NSDC

Role : GDA Advance Care Support

Team Size : 20

Project Duration : 3 Month

### Project Detail

How to assist observation implementation of daily care

## EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/ CGPA	Year of Passing
DMRS ( Diploma In Medical Record Science)	Ahalia School Of Paramedical Science	Bharat Sevak Samaj	73%	2022
Higher Secondary Education	GGHSS Alathur	Kerala Board Of Higher Secondary Examination	65%	2018
SSLC	MMHSS Panthal ampadam	Kerala Board Of Public Examination	72%	2016

## HOBBIES

Listening Music

Travelling

## PERSONAL DETAILS

<b>Address</b>	Vakyappadam House, Elanad (PO), Thrissur Pin 680586
<b>Date of Birth</b>	06/09/2001
<b>Gender</b>	Female
<b>Nationality</b>	India
<b>Marital Status</b>	Unmarried
<b>Languages Know</b>	Malayalam, English, Tamil, Hindi

## DECLARATION

I solemnly declare that the information in this resume is true to the best of my knowledge and belief.

Aiswarya V M