

GAYATHRI G NAIR



CONTACT

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PERSONAL DETAILS

Date of Birth : 19/08/1999
Marital Status : Married
Nationality : Indian

SKILLS

Medical Terminology
Data entry and Management
Speed typing
Decision making
Time management

PERSONAL STRENGTHS

Smart Working
Flexibility
Team building
Coordinator
Attention to Detail

REFERENCE

**Dr.Amita Verghese MS;DCH -
"Amita Eye Care Hospital
Thiruvalla"**
Medical Director
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EXPERIENCE

*October 3
2022 -
November
9 2023*

Medical Recording Technician

Amita Eye Care Thiruvalla

- * Assembling of IP Files
- * Medical records analysis and deficiency documentation
- * Scanned paper patient charts into the system and ensured their accuracy
- * Error checking of reports.
- * Set up and maintain medical files and databases, including records such as x-ray, lab, and procedure reports, medical histories, diagnostic workups, admission and discharge summaries.
- * Data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.
- * Assist with Quality Assurance and provide feedback for new Coders.
- * Accurately assigned ICD codes to patient medical records

EDUCATION

2022

Deploma in Medical Recording Technology

Pushpagiri Medical College Hospital Thiruvalla
80%

2020

Bachelor of Arts in Economics

Christ College Puliyanmala
75%

2017

Higher Secondary

Nehru Smaraka Panchayath Higher Secondary
School Puttadi
72%

2015

High School

St. Jerome's HSS Vellayamkudy
78%

PROJECTS

A study on Medical Recording Department with special reference to Muthoot Hospital Kozhenchery