

## GAYATHRI K G



### MEDICAL RECORDS EXECUTIVE

To become an integral part of a reputed firm so that I can utilize my skills and talents for the maximum benefits of the organization for a Medical Record Executive/Assistant/Technician position in a hospital where I can utilize my extensive computer and medical apparel knowledge, strong organizational abilities, demonstrating quality communication skills and patient service.

Total Experience - More than 3 years.

Currently working as *MRD Executive* in Sreechand Speciality Hospital, Kannur from 21 March 2022 till present.

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### CONTACT

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Kerala, India

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### LANGUAGE

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- English
- Hindi
- Malayalam

#### Reference:

Mrs. Sumisha K  
Medical Records Incharge  
Sreechand Speciality Hospital, Kannur  
Mob No: +91 9633980985/ +91 8113968220

## EXPERIENCE

- Auditing of medical record files and different types of consents and also to monitor the compliance and non compliance rate.
- Clearing all the discrepancies in the medical record by informing the clinical staffs verbally and also through email within the defined time frame.
- Actively participate during the NABH audit by representing the medical records department.
- Data presentation to senior management and other teams regarding the compliance and non compliance in the documents of medical record by conducting meeting.
- To get part in medical record Committee meeting. Preparing hospital statistical reports for monthly/quarterly yearly
- To update and tally daily I.P and O.P census and also to compile medical care and census data for statistical reports on types of disease treated, surgery performed, and used of hospital beds, in response to inquiries record internally and externally.
- Assembling of medical records in prescribed order.
- Retrieval and filing of medical records.
- Releasing the information from medical records according to the policy standard.
- Retention and destruction of inactive medical records.
- Organizing the medical records department in systematic method.
- Deficiency checking of files.
- Providing information regarding medical documentation to concerned facility's staff.
- Scanning of files and changing the files into electronic medical records.

## WORK EXPERIENCE

- Working as *MRD Executive* in Sreechand Speciality Hospital, Kannur, Kerala, India.
- Worked as *Facility Coordinator* at Garuda Health Care Centre, Thrissur, Kerala, India.
- Worked as *MRD Staff & Receptionist* at Atreya Super Speciality Hospital, Thrissur, Kerala, India.
- Worked as *Medical Records Assistant* at Nirmala Medical Centre, Muvattupuzha, Kerala, India.
- On Job Training Undertaken at *Sree Gokulam Medical College and Research Foundation*, Thiruvananthapuram, Kerala, India.

## ACADEMIC PROFILE

Medical Records and Health Information Technician

HLFPPT centre, Little Flower Hospital, Angamaly, Health Sector Skill Council(HSSC)

B.A.English Literature

Maya College, Valappad, Calicut University