



# SURIYA SURESH

## Health information management professional

### My Contact

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☎ 9633973790

📍 **Kandathil**  
Near railway station  
Changanacherry PO

### Skills

- Accurate CPT - 4, ICD 10 CM, HCPCS coding
- knowledge in medical terminology
- Ability to maintain confidentiality of medical records
- Electronic medical record management
- Observation
- Decision making
- Communication
- Team work and collaboration
- Multitasking abilities
- Data verification
- Ability to learn new software applications
- Good communication skills
- Work flow management
- Adaptability
- Multitasking abilities

### Languages

- English
- Malayalam
- Hindi
- Tamil

### References

- **Bindu Jimmy**  
Head of the department  
Rajagiri hospital, Aluva  
bindu.jimmy@rajagirihospital.com  
9947004643
- **Suma V Madhavan**  
Head of the department  
Medical documentation  
School of medical education, Kottayam  
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- **Dr Juhaina Abdul Aziz**  
Trainer  
Cigma Institute, Edappally  
juhaina@cigmamedicalcoding.com

### About Me

Dedicated and detail oriented HIM professional with one year of hands on experience in medical records management and strong foundation in medical coding. Seeking challenging role that allows me to leverage my expertise in health Information management while further developing skills in medical coding.

### Professional Experience

Rajagiri hospital, Aluva *November 2021 - May 2023*

#### Junior Medical Record Executive

Key responsibilities:

- Retrieve patient medical records
- Review records for Completeness, accuracy and compliance with regulations
- Release of medical information to persons or agencies to regulations
- Maintain security of medical records to ensure confidentiality
- Co ordinate with physician & healthcare providers to ensure records are accurate
- Act as hospital birth and death registrar analyze birth and delivery log to complete and file electronic birth and death certificates
- Answer department calls and support the phone staff
- Active participant in NABH and JCI accreditation
- Preparation of hospital statistics
- Scan and merge medical records to facilitate access by health care professionals

### Education Background

2023 Cigma Institute for Medical coding  
**Medical coding and billing CPC - 89 %**

2018 - 2021 School of medical education, kottayam  
**Master of applied science in medical documentation**

2015 - 2018 Assumption College, Changanacherry  
**Bachelor of science in botany**

### Membership

American Academy of professional coders  
**AAPC**

### Certificates

Medical coding and billing  
Cigma Institute for medical coding

### Declaration

I here by declare that the details and information given above are complete and true to the best of my knowledge

**SURIYA SURESH**