



ANASWARA VIJAYAN

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Kerala, India

EDUCATION

M.G. University

Master of Applied Science In Medical Documentation
School of Medical Education, Gandhinagar, Kottayam
Percentage: 60%
2015-2017

University of Calicut

B.Sc. Chemistry
Vimala College, Thrissur
Percentage: 65%
2015

St. Joseph's Convent Girls Higher Secondary School

Board of Higher Secondary Exam
Specialization: Science
Percentage: 68%
2010

Holy Family C.G. High School

State Board of Kerala
Percentage: 73%
2008

PROFILE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling my organizational goals and pursue a highly rewarding career.

WORK EXPERIENCE

EMS Memorial Co-operative Hospital

2018 - 2022

Medical Records Librarian

- Birth, Death & Still Birth Registration to Municipality & Panchayath.
- Issuing Birth & Death Certificates.
- Issuing correction letter for Birth and Death Certificate to Municipality & Panchayath
- Receiving, Sorting & Filing the IP Files.
- Assembling the IP files on the basis of Assembling order.
- Retrieving and Issuing the IP files against the request.
- Coding the files using ICD-10th Revision.
- Deficiency checking of IP files & Dealing with MLC Files.
- Preparing Monthly Statistics Report.
- Submitting communicable disease reports to DM offices.
- Preparing Medical Record Audit, Clinical Audit & Mortality Audit yearly.
- Conducting Live Medical Record Audit & Live Clinical Audit.
- Managing the file movement to different OPDs.
- Issuing Request files for different purposes other than OP consultation.
- Overall management of Medical Records Department.
- Receiving and keeping the Case Records & Legal Record.
- Coding the case records on the basis of ICD-10 and presenting Case Records to the court for Legal cases.
- Conducting Medical Record Audit Committee Meeting yearly.



PROFESSIONAL SKILLS

- Practical Knowledge
- Sorting & Filing of Medical Records
- Assembling
- Deficiency Checking
- Coding Ability with ICD-10, ICD-O, ICPM
- Indexing
- Hospital Statistics Preparation
- Computer Literacy
- Flexibility
- Strong Communication

TECHNICAL SKILLS

Knowledgeable with basic operating systems in MS Office:

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Advanced Excel

PROJECT DETAILS

- Project Title: An Analytical Study of Safety Key Performance Indicators in Medical Records Department.
- Location: Amala Institute of Medical Sciences, Thrissur.
- Project Period: 2 Months

JOB RELATED ACTIVITIES

Seminars & Trainings:

- Have attended 10 days Training in AMALA INSTITUTE OF MEDICAL SCIENCES (Medical College and Cancer Hospital), Thrissur.
- Have attended 1 month Training in Regional Cancer Centre and Women & Child Hospital Thycaud, Trivandrum.
- Participated as a Delegate in 2 days Conference at Krishna Institute of Medical Sciences (KIMS) Hospital, Hyderabad (HIM INDIA INFO-2015).
- Participated as a Delegate in 2 days Conference at G. Kuppaswamy Naidu Memorial Hospital, Coimbatore (MEDRECON-2017).

JOB RELATED DETAILS

- Name of Post Applied: MRO/ MRL/ MR Technician

DECLARATION

I hereby declare that the statements given above are true to the best of my knowledge and belief.

ANASWARA VIJAYAN

