

# CURRICULUM VITAE

## ASWANI.M

MEDICAL RECORDS TECHNICIAN

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### Professional & Technical skills

- **Personality Development & Soft Skills Trainings**
- **Strong communication & Effective team player**
- **Analytical & problem-solving skills**

### Personal details:

Gender: Female

Marital status: Married

Nationality: Indian

DOB: 30 May 1995

### Languages spoken:

Proficient in English, Malayalam.

### **OBJECTIVE:**

*Extensive experience as a Medical Records professional for the past 4 years in Medical Record Management. Statical interpretation of Data and educating physicians in the areas of Quality of Medical Records. My greatest strength is multitasking skills, experiences in various Coding system and personnel skills. I am highly motivated, ability to maintain records systematically organization work and maintain the Quality in all aspects.*

### **SUMMARY:**

*Five (5) years of profound experience as a Medical Records Technician.*

### **CURRENT EXPERIENCE:**

- **Currently Working as Medical Records Technician at Avitis institute of Medical Science, Palakkad in Kerala Since May 2019.**

### **Job Description:**

- *Carry out technical analysis and evaluation of medical records and collect medical administrative data.*
- *Check deficiency in both manual and electronic record.*
- *Code and index the diseases and procedures as per ICD-10.*
- *Register the birth, still birth and death occurred in the hospital with government authorities within stipulated time.*
- *Maintain the privacy and confidentiality of medical records.*
- *Maintain records of diseased patients and medical legal cases as per the policy.*
- *Conducting department meeting and medical records committed meeting to maintain the department quality.*
- *Active participation in quality activities related to data collection and analysis and also participation in quality improvement projects.*

### **Major Achievements**

- *Improving Superior Communication.*
- *Improving Interpersonal Skills.*
- *Strategic thinker with problem solver abilities.*
- *Disciplined and well organized.*

**EDUCATION AND PROFESSIONAL QUALIFICATIONS:**

| <b>Education</b>   | <b>Board</b>                                    | <b>Year of Passing</b> |
|--|---|------------------------|
| <b>CPC :- Course Completed (AAPC) (April to August) Institution: SMITH'S CODING CENTER, Bangalore.</b> | <b>AAPC</b>                                     | <b>2022</b>            |
| <b>Diploma in Medical Records Management (National HealthCare Academy- Singapore)</b>                  | <b>National Health Care Academy- Singapore</b>  | <b>2021</b>            |
| <b>B.com</b>   | <b>University of Calicut</b>                    | <b>2016</b>            |
| <b>Plus, Two</b>   | <b>Board of Higher secondary Exam in Kerala</b> | <b>2013</b>            |
| <b>S.S.L.C.</b>  | <b>Board of Public Exam in Kerala</b>           | <b>2011</b>            |

**DECLARATION:**

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

Place:

Date:

ASWANI.M