

MEGHA G K

Email Id: meghaqk96@gmail.com

Contact Number: +91 7736122437

Address: Sukrutham House Koyalikkal Paramba
Kottam Paramba PO Kozhikode 673008



CAREER OBJECTIVE

Reliable medical records graduate who can bring organized and efficient management in medical documentation and to obtain a job within my chosen field which enables me to show my professional skills. Maintained patient medical records in a safe and secure setting. Handled phones and other secretarial work. Conducted internal audits to ensure records were compliant with Medicaid requirements. Organized and updated Medical Records Department. Compiled, processed and maintained medical records of hospital patients consistent with Electronic Medical Records and HIPPA standards.

Core Qualifications

- Office Equipment
- Data Entry
- ICD Coding
- Multitasking and Prioritization
- Updating Medical Records
- Patient Relations
- Maintained all medical records both in the filing room as well as on the electronic medical records system.
- Complied with all laws regarding release of information.
- Coordinated compliance with subpoena requests with the office's legal counsel.
- Accessed the electronic record for diagnostic and pharmacological information and medical reports.
- Excellent organizational and computer skills
- Good attention to detail
- Good understanding of medical file documentation
- Above-average file auditing skills
- Good oral communication skills
- Transcribing medical information on symptoms, diagnoses, medications and tests from doctors' written or verbal notes

EDUCATIONAL QUALIFICATION

COURSE/SPECIALIZATION	BOARD/SCHOOL/INSTITUTION	YEAR OF COMPLETION
DHIM (DIPLOMA IN HEALTH INFORMATION MANAGEMENT)	MIMS ACADEMY (MIMS HOSPITAL) CALICUT	2017
HIGH SCHOOL	COMMERCE FROM PARAYANCHERI VHSS CALICUT	2015
MEDICAL CODING BBA CALICUT UNIVERSITY	CARDEA HEALTHCARE SOLUTIONS CALICUT UNIVERSITY	(Pursuing)

ROLLS AND RESPONSIBILITIES

- Maintaining Inpatient and Outpatient records.
- Dealing with Medico Legal cases.
- Analyzing Electronic data through scanning and Indexing of patient records.
- Assembling patients records in Chronological order according to Standards of WHO.
- Assigning codes for Diagnosis, Procedures in ICD-10 and ICD-9 CM.
- Reviewing incomplete records through deficiency check.
- Entering and Registering Birth and Death details.
- File Retrieval.
- Census Evaluation.
- Overall Supervision of MRD.
- Quality Standards.
- Compilation of Statistics & Legal Documentation.
- Conducting medical record committee and Death Audit committee

WORK EXPERIENCE

Executive

Meitra Hospital-Kozhikode-2017 to Till Now

- JCI Audit- Medical record audit preparation,presentation
- NABH AUDIT - Medical record audit preparation,presentation
- Active audit
- Closed audit
- Consent audit
- Live audit
- Mortality audit
- Death registration
- Birth registration
- Release of information
- File Receiving
- Assembling
- Health Record Scanning
- Uploading of Health Record

- Integration of new consent or forms to the Health Information System.
- Health Information System-IQVIA (Arcusair)
- Familiar with Customer Response Management (CRM)
- COVID patient reporting and updating to the Department of Health
- Provided training about the Medical Documentation for the new staff as well as for theDoctors.
- ICD-10 Coding
- EMR ICD 10 CM codes verification

PERSONAL PROFILE

Name: MEGHA GK
Father's name: MOHANAN GK
Date of birth: 02/12/1997
Age: 26 yrs
Gender: Female
Address: Sukrutham House
Koyalikal , Medical college, calicut
Languages: English, , Malayalam,Tamil

DECLARATION

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

YOURS SINCERELY
MEGHA G K