



**SHIKHA LALY**

7907288646

DOB: 3-4-1998

[ancyk3686@gmail.com](mailto:ancyk3686@gmail.com)

Karakkada (H)

Kayanna Po

Kozhikode

673526

**CORE COMPETENCIES**

- Daily, Monthly, Yearly Doctor wise statistics.
- File receiving, Deficiency checking, & filing.
- Coding
- Retrieval of records for patient needs
- Issuing records for insurance claim
- EMR Audit
- Active & Closed audit report
- Death and Birth Registration
- Sending report to panchayat
- Legal aspects handling
- Knowledge in anatomy, physiology, terminology
- Preparing presenting monthly report before MR committee.

**TECHNICAL SKILLS**

- Computer knowledge.
- Typing skills (45 word/min)
- Good at **MS EXCEL**
- Good at **USG Data entry**

**PROFILE**

Experience as a **Medical Records Technician for the PAST 2 YEARS** in Medical Records management, Statistical interpretation of data and educating physicians in the areas of quality of Medical records.

**WORK EXPERIENCE**

---

- **PARCO INSTITUTE OF MEDICAL SCIENCES**      **2 YR 3 Months**  
Medical Records Technician
- **MVR CANCER AND RESEARCH INSTITUTE**      **3 MONTHS**  
Observer Trainee
- **STELLAR INNOVATIONS & PVT.LTD**      **1 YEAR**  
Process Associate

**EDUCATION**

---

- **MEDICAL CODING**      **2023**  
TRANSORZE INSTITUTE
- **MEDICAL RECORDS & HEALTH INFORMATION** **2020**  
**TECHNICIAN**
- **BSC COMPUTER SCIENCES**      **2019**  
**UNIVERSITY OF CALICUT**

**CERTIFICATION COURSES**

---

- **HEALTH INFORMATION TECHNOLOGY FUNDAMENTALS**  
**JOHNS HOPKINS UNIVERSITY (COURSERA)**
- **HUMAN ANATOMY, PHYSIOLOGY, TERMINOLOGY**  
**FUNDAMENTALS (COURSERA)**  
**MEDCERTS**

**PASSPORT DETAILS**

**NO: W8559863**

**EXP DATE: 31/01/2033**

**DECLARATION**

---

**I HEREBY DECLARE THAT THE ABOVE MENTIONED DETAILS ARE TRUE  
TO THE BEST OF MY KNOWLEDGE AND BELIEF**

**REFERENCE**

**USHA KV**

*MEDICAL RECORDS OFFICER PARCO INSTITE OF MEDICAL SCIENCES*

*9539425568*

**SREEKANTH**

*MEDICAL RECORDS OFFICER MVR CANCER CENTRE*

*7012404755*

PLACE

SHIKHA LALY

DATE