



GAYATHRI K G

MEDICAL RECORDS EXECUTIVE

Background Info

Have more than 3 years of experience in Medical Records department and to become an integral part of a reputed firm so that I can utilize my skills and talents for the maximum benefits of the organization for a Medical Record Executive/Assistant/Technician position in a hospital where I can utilize my extensive computer and medical apparel knowledge, strong organizational abilities, demonstrating quality communication skills and patient service.

Core Competencies

- Auditing of medical record files and different types of consents and also to monitor the compliance and non compliance rate.
 - Clearing all the discrepancies in the medical record by informing the clinical staffs verbally and also through email within the defined time frame.
 - Actively participate during the NABH audit by representing the medical records department.
 - Data presentation to senior management and other teams regarding the compliance and non compliance in the documents of medical record by conducting meeting.
 - To get part in medical record Committee meeting.
- Preparing hospital statistical reports for monthly/quarterly yearly
- To update and tally daily I.P and O.P census and also to compile medical care and census data for statistical reports on types of disease treated, surgery performed, and used of hospital beds, in response to inquiries record internally and externally.
 - Assembling of medical records in prescribed order.
 - Retrieval and filing of medical records.
 - Releasing the information from medical records according to the policy standard.
 - Retention and destruction of inactive medical records.
 - Organizing the medical records department in systematic method.
 - Deficiency checking of files.
 - Providing information regarding medical documentation to concerned facility's staff.
 - Scanning of files and changing the files into electronic medical records.

Personal Details

Name : Gayathri K G
Nationality: Indian
Marital Status : Married
DOB : 01.11.1996

How to Reach Me

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Experience

MEDICAL RECORDS EXECUTIVE

Sreechand Speciality Hospital Pvt.Ltd

Kannur, Kerala, India

FACILITY COORDINATOR

Garuda Health Care Centre

Thrissur, Kerala, India

MEDICAL RECORDS DEPARTMENT STAFF & RECEPTIONIST

Atreya Hospital (A Unit of DMRI)

Thrissur, Kerala, India

MEDICAL RECORDS ASSISTANT

Nirmala Medical Centre

Muvattupuzha, Kerala, India

ON JOB TRAINING UNDERTAKEN

Sree Gokulam Medical College and Research Foundation

Thiruvananthapuram, Kerala, India

Education History

MEDICAL RECORDS & HEALTH INFORMATION TECHNICIAN

Health Sector Skill Council (HSSC) India

HLPPT center, Little Flower Hospital, Angamaly, Kerala, India

B A ENGLISH LITERATURE

Calicut University

Maya College, Valappad, Thrissur, Kerala, India

Reference

Mrs. Sumisha K
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