



RESHMI RAMESH
MEDICAL RECORD OFFICER

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Mob - 8606074550

Health information management professional, hardworking, self motivated and responsible personality. Enjoys meeting new challenges while remaining confident, good tempered under pressure, very friendly and open minded person. An individual who adapts well to new situations and can effectively works as team member.

OBJECTIVE

To gain the position of Medical Record Officer and integral role in organizing administrating and managing medical record department in a prestigious Health organization.

EXPERIENCE

- Medical record officer at Alia International Hospital, Kuwait (2021- 2023)
 - Team leader for file segregation, based on retention policies in Kuwait.
 - Medical coding (ICD-10 and CCHI)
- Medical record technician at VPS Lakeshore Hospital, Kochi, Kerala. (2017-2021)
 - Experience in KIOSK (Birth & Death)
 - Participated in NABH and JCI accreditation audits.
 - Teaching experience for DMRT (diploma in medical record Training)

EDUCATION DETAILS

- Prepare for CPC Exam from Cigma Medical Coding Academy, Kochi, Kerala.
- Msc. Medical Documentation from School of Medical Education, M G University, Kottayam, Kerala (2014-2016)
- BSc.Chemistry, BCM College, Kottayam, Kerala (2011-2014)
- Higher Secondary School (Science group), Kottayam (2009-2011)

SKILLS

- Medical coding (ICD 10 CM, CPT, HCPCS)
- Use of electronic medical records (EMR)
- Use of internet/computer proficiency
- Leadership experience
- Communication skills
- Problem solving abilities
- Ms Office
- Knowledge in medical terminology
- Record maintenance
- Documentation review
- Time management

PROJECT

Gap analysis of effectiveness of space saving in electronic medical Record (EMR) implementation at vps Lakeshore Hospital, Kochi, Kerala (2016)

RESPONSIBILITIES

- Perform technical analysis and evaluation of medical recording compliance with hospital standards.
- Management and maintenance of medical records in both electronic and manual.

- Maintain the privacy and confidentiality of medical records.
- Responsible for evaluating documentation deficiencies and completion of medical record.
- Support for quality improvement, participate and contribute to all quality assurance activities of the services.
- Medical coding.
- Management and maintenance of medico-legal case files (MLC).
- Generation of reports and contributing to various other data base, both internal and external as per the requirements and agreed policies.

PERSONAL INFORMATION

Nationality : - INDIAN

Date of Birth : - 13-03-1994

Marital status : - Married

Languages known: - English (fluent), Arabic (beginner/work experience), Malayalam (native)

REFERENCE

- Mrs.Suma V Madhavan (head of the department of medical documentation , school of medical education, Kottayam.
- Mr.santhana Krishnan (Manager of medical record department, vps Lakeshore Hospital, Kochi, Kerala.
- Mrs.Mitha Joseph (Quality office, Alia international hospital, Kuwait.

DECLARATION

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

ALAPPUZHA

RESHMI RAMESH