

RESUME

GURPREET SINGH

Permanent Address

MANGLI TANDA , P.O. MATTEWARA ,
DIST. LUDHIANA PUNJAB PIN-141007

EMAIL.ID GURPREET14468@GMAIL.COM

MOBILE - 8146748008, 9592364718

CAREER OBJECTIVE

To serve in an organization which provides opportunity expand area of knowledge and assures highest level success and to bring the fresh ideas for benefits organization.

EDUCATIONAL QUALIFICATIONS



Diploma in Hospital Documentation and Record Keeping at Christian Medical College and Hospital Ludhiana (Medical Record)
Qualified in ICD- 10 medical coding

{college 1st topper in institute of Allied Health science at **CMCH Ludhiana** and best student award at the period 2009-11}

Diploma	Obtained Marks	Maximum Marks	Subjects
1 st year	275	300	MEDICAL RECORD SCIENCE & HOSPITAL STAT, HOSPITAL ORG, ANATOMY, PHYSIOLOGY, MEDICAL TERMINOLOGY
2 nd year	277	300	BIO-CHEMISTRY , PATHOLOGY, PHARMACOLOGY COMPUTER SCIENCE



Graduation from Punjab university Chandigarh

Graduation	SCD Govt. college Ludhiana	1 st Division	Merit certificate Re-accredited with Grade 'A' by NAAC Punjab university
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Schooling from Punjab school education board Mohali

12 th	Sr.Sec.School kadiana kalan	2008 1 st Division	Punjabi , English , History, Environment Education , Physical education	Multiple prize
10 th	Sr.Sec.School kadiana kalan	2006 1 st Division	Punjabi , English , Hindi, Math ,Science, Social studies, Health & physical education and sports, Computer education., Agriculture	



PGI CHANDIGARH

Orientation training on Medical certification of cause of death (MCCD) certificate of participation 25 November 2019 at DMCH



PERSONAL TRAINING IGOT

*Basic of covid -19

*Infection prevention and control

*Covid -19 infection control

*Acknolegement of completion training above said 18 July 2020

COMPUTER

BASIC KNOWLEGE OF COMPUTER SCIENCE AND FUNDAMENTS

SOFTWARE APPLICATION – MS OFFICE (MS WORD , MS POWER POINT , MS EXCEL) SURFING INTERNET

OPERATING SYSTEM-WINDOW -10 , WINDOW -7 , WINDOW VISTA , WINDOW XP

EXPERIENCE



Working as a Medical Record technician at **DMC Hospital Ludhiana Punjab** FROM SEP 2011 TO TILL DATE (**10 YRS**)

RESPONSIBILITIES OF MEDICAL RECORD DEPARTMENT

Medical records (MRs) is set of documents that renders the clinical/para-clinical care scientific administrative, legal and financial information about the patient. Medical record department is responsible for collecting, protecting patient information and for disseminating it to the right people or an organization, in order to promote the quality of patient care.

Archive : checking to ensure that a complete discharge/death/dama summary and all other necessary notes and reports are present in the MRs; assembling and internally organizing the MRs and filling them in an orderly and timely manner, retrieval these records for various user for treatment and the provision of other services.

Statistics & census :- prepare statistics for administrative, external agencies such as the Ministry of health, providing health information for physicians, nurses and students medical research purpose and census collect & information regarding patients number from ward/ICU/recovery etc

coding& indexing:-Analyzing the records of all patients following set of alphanumeric codes to the diagnostic data based on international classification of diseases -10 and international classification of procedures in medicine and indexing diagnosis wise/procedure wise/ discharge/death wise

Checked deficiency, Assemble, sorting, storage, retrieval and discard :-assembled documents as per checklist, unclear information resolve as per protocol and patients record sort and stored as per medical record science. Retrieval patients record for multiple purpose such a court purpose, insurance company, patient or guardian and authorized authority or agencies etc but maintained adherence to release of information protocol and confidentiality guideline scanned all medical information into patient files. Patient record discard as per norms of govt health authorities and concern hospital policies of authorized members.

Registers :-many registers maintained in medical record such a death birth register and notification health information and reports release register dispatch registers statistics register etc

Meeting : for department met goals and provided feedback to team on how to increase productivity to ensure overall profitability of department

Medico legal cases -evidence in court of law and court of summons mention information of MLC case to police stations

Skill Highlights and strengths

Electronic Medical Records(EMR)
ICD-10 & ICPM
Strong work ethic
Good Communications
creativity and Hardworking
acute care of MLC
Birth and death

PERSONAL DETAIL

Name : **Gurpreet Singh**
Father Name : **S. Bhajan Singh**
Date of Birth : **25-11-1989**
Nationally : **Indian**
Languages known : **English ,Hindi. Punjabi**
Blood group : **B+**

INTEREST

- **Reading books**
- **Internet browsing**

ACCEPTABLE SALARY

36000 - 45000 (PLUS BANEFITS)

Declaration

I hereby declare that the above information furnished is true to the best of my knowledge.

Date 19/9/2021
Palace :-Ludhiana

GURPREET SINGH

