

CURRICULUM VITAE

Nandkishor Rajaram Bendre
Ganesh Darshan Apartment,
Vijay Nagar, Amarai, Kalyan East
Mob: 8655605531

PERSONAL DETAILS:

- Name : Nandkishor Rajaram Bendre
- Date of Birth : 25 Dec 1991
- Sex : Male.
- Marital Status : Single.
- Religion : Hindu.
- Nationality : Indian.
- E-Mail id : nandkishorbendre983@gmail.com

EDUCATIONAL QUALIFICATION:

QUALIFICATIONS	Board/University	Year	Class
10th	Kolhapur	2008	Pass
12th	Kolhapur	2010	Pass
15th	Mumbai	2013	Pass

PROFESSIONAL EXPERIENCE:

- Working from December 2017 To Till Date **MRD Executive** in 110 bedded **Vedant Hospital, Thane.**

JOB DESCRIPTIONS:

ADMINISTRATIVE RESPONSIBILITIES:

- Reporting On Duty.
- Scanning of IP files.
- Assembling.
- Attending Patient queries.
- Document Verification & Issuing documents to TPA's & Govt. Authorities
- Filing & Retrieving of Medical Records.
- Attending Police queries. { MLC Related }
- Entries in Registers.
- Data Generation Compilations & Analysis: Daily, Monthly, Annual Statistics Regarding No of Admission, Discharges, complete incomplete health record charts are generated completed, analyzed & send to Medical Superintendent./ Director/ Administrator.
- IP file's Deficiency Checking.

- Handling all Claims & Reimbursement.
- Updating Birth & Death Registers.
- Preparing Daily/Monthly/Annual Statistics.

Submission of Daily, Monthly, Quarterly Reports to Government.

- Polio Surveillance (Acute Flaccid Paralysis and Measles) reporting to Municipal Corporation on Monday only as per WHO instruction,
- MTP monthly Report, and MTP quarterly Report,
- Notifiable Disease Report, (Daily, Weekly, and monthly)
- Submission of Birth and Death form to Municipal Corporation (Twice in a Week)
- Tubal ligation Report, Copper T report (Monthly) PCPNDT Report.

MEDICAL RECORDS CARE:

Patient Related Documents:

- Medical Records
- Expired Files
- Birth Register
- Death Register
- Delivery Register
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Medico Legal Documents:

- Medico Legal Files (MLC)
- MLC X - Ray Register
- MLC Radiological Films
- Injury Certificate
- Police Query Register
- MLC Intimation Book
- MLC Registers { From Emergency Dept }
- Brought Dead Register
- Mortuary Register

Other Department Files & Registers:

- OT Register
- Cath lab Procedure Register
- Ward Admission Register

- Casualty Register
- Admission Register
- Ward Discharge Register

BASIC MEDICAL RECORDS PROCEDURE PERFORMED:

- To Provide Patient Health information for follow up, readmission, further studies, further investigations, Medical research work and other queries for patients and other department.
- Provide a means of communication among physicians, nurses and other health care professionals.
- To serve as easy reference for providing continuity in patient care.
- To furnish documentary evidence of care provided in the hospital.
- To provide information to assist in quality review of patient care.
- To provide clinical and administrative data required for medical education and medical research.

EQUIPMENTS FAMILIAR WITH:

- Retrieve MRD files from Racks
- Scan all inpatients records.

DECLARATION

I do here by declare that all the information given above is true and correct to the best of knowledge.

Date:

Place: Thane

Nandkishor Bendre