



RUCKMANGATHAN. V

Junior Medical Record Officer

Profile

As Junior Medical Records Officer with 4+ years of Experience organizing Presentations, preparing facility reports and maintaining the utmost Confidentiality. Posses a B.Sc Medical record Science and Expertise in Microsoft Excel and open Office, looking leverage my knowledge and Experience into any role based on my Degree

Personal Information

212/1,

Namasivayam pillai compound,
G.S.T Road,S.N.R petrol pump
opposite Tirupparankundram,
Madurai, TamilNadu-625005
Mobile: 8681067815 /
8098274699

Email: Ruthishsmart@gmail.com

Professional skills

- Medical Terminology
- Microsoft Home
- Ethical Hacking-Beginner
- CCNA-Beginner
- ICD Medical Coding
- Leadership
- Close & Open Medical Record audits
- File management
- Data entry
- ERT Member (Code Red)
- Knowledgeable in anatomy & physiology
- Time management
- Methodisation and filing
- Planning and organisation

Employment History

Junior Medical Record Officer – G.Kuppusamy Naidu Memorial Hospital, Coimbatore – **December 2017 – Current**

- Collected data and statistics such as the number of patient discharges, admissions and waiting lists.
- Supervising the Outpatient & Inpatient section – Medical Record Dept.
- To prepare Quality Indicator of Inpatient Medical Records for Deficiency Section
- Patient data's should be entered into Electronic Medical Record templates according to Outpatient Number(UNIQUE IDENTITY OF PATIENT).
- Performed Consultants Dictation audio files will be downloaded from Dictaphone, and will be transferred into server by medical records dept staff, will be distributed to the Medical Transcriptionist by the proof reader or manager.
- Performed clerical services including replying to emails, responding phones and preparing patient discharge and admission records.
- Re-filed Health Records efficiently, accurately and in line with Trust Policies and Procedures, reducing filing errors by [10]%.
- Recorded all admissions, transfers and discharges on the Patient Administration System (PAS), maintaining accuracy and quality of information.
- Stored documents, letters and test results within the appropriate patient records.
- Issued medical files to agencies and persons under relevant laws and regulations.
- Utilised clinical coding in recording treatments, illnesses and diagnoses.
- Maintained an efficient system for the location and monitoring of missing Health Records using effective recording and reporting methods, reducing missing records by 2%.
- Monitored the filing of pathology, blood test, x-ray events and other pertinent reports is completed accurately so that full information is available for nurses, consultants and doctors when needed.
- Stored and archived medical records when necessary.

Education

Medical Record Science – Dr.M.G.R Medical & Research University, Chennai
August 2014 – August 2017

Project

Digital Transformation – G.Kuppusamy Naidu Memorial Hospital, Coimbatore –
August 2020 – March 2021

Digital Transformation is a plan of action to create data in hospital workflow across all systems. Quick access to important information anytime, anywhere, from any device by leveraging the secure cloud-based technology.

Strengths:

- ✓ Energetic and hard working
- ✓ Positive Attitude, self motivated and sound problem solving and Time Management Skill
- ✓ Fast Learner and self starter, good Team Member and customer oriented with high level of honesty and integrity
- ✓ Thirst for knowledge and understanding a problem in detail

Declaration

I hereby declare that all the above information is true to the best of my knowledge, belief and I assure with confidence that if given an opportunity, I will prove to be an asset of your esteemed organization.

Date :

Place: Madurai

Ruckmangathan.V