|  |
| --- |
| **Vincent Paul Mateo – 2008002**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |



# profile

* Medical Records Technician/ Clerk with background in filling, discharge assembly and electronic document records management and maintenance with the ability to readily adapt to changing environments and demands. Looking for a role in any administrative position in a medical office environment.

# skills

* Electronic Records Documentation
* Hospital inpatient and outpatient records
* Filing and data archiving, Above-average file auditing skills
* Office support (phones, Receptionist)
* Good oral communication skills
* Works well under pressure
* Resourceful and reliable worker
* Strong communication, interpersonal and problem solving skills
* Good knowledge of computers in a windows environment
* Detail oriented with strong clerical and time management skills
* Patient’s support/ assistance

# Experience

Riyadh, KSA

Medical Records Technician 2006 – 2015

* Process patient admission and discharge documents.
* Review records for completeness, accuracy and compliance with regulations.
* Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.

Security Forces Hospital Riyadh, KSA

General Aide/ Ward Attendant 2004 – 2006

* Assisting medical and nursing staff with various nursing and medical interventions.
* Delivering patients medical records file to various departments upon request.
* Transporting patients when needed of assistant.

Wellcom Telecom Shop Manila, PHL

Sales Associate 2001 – 2003

Games and Gadgets Manila, PHL

Sales Associate 1999 – 2001

Unitel (Smart Telecom, PLDT) Manila, PHL

Senior Telephone Technician 1997 – 1999

Wellcom Telecom Shop Manila, PHL

Junior Telephone Technician 1996 – 1997

Wellcom Telecom Shop Manila, PHL

Service Crew 1994 – 1996

# certification

* Fire and Safety Awareness
* 7th Annual Quality and Safety Day
* Accreditation Canada International
* Risk Management Techniques and Tools

# previous job description: medical records technician/clerk

Responsible for maintaining the confidentiality and security of patient files plus rendering quick, accurate, complete and courteous customer service. Perform a variety of function designed to update, store, retrieve and track all aspects associated with the timely provision of a patient’s complete electronic medical record for treatment, research and/or administrative purposes.

**Duties and Responsibilities:**

* ***Function 1. (Demand puller)***
* Pull demand medical records file request strictly in accordance with multiple volume standards.
* Validate if a specific patient Treatment encounter is being requested ensuring this treatment records is included in the history folder(s) being selected for this sending.
* Validate that all part of a “split treatment record” are pulled for sending if involved in request.
* File completed out guides in accordance with procedures dependent upon which file area the charts are being removed from.
* Distribute pulled records to porter pick shelves ensuring records are place in the correct clinic receptionist’s slot.
* Distribute loose material into terminal digit slots ensuring all improperly mounted materials or unauthorized forms are returned to the original sender.
* Perform all duties described in function VI of this Job description.
* ***Function II. (Receptionist)***
* Answer all incoming telephone calls in an appropriately professional and pleasant manner within the first three (3) rings
* Validate that the requestor is authorized to review patient files and /or remove the files from the Medical Record Department, refusing unauthorized requestors access to the medical record files.
* Update all requestor control logs in accordance with departmental procedures governing record control and the quality improvement programs.
* perform all duties described in Function VI of this job description.
* ***Function III (Discharge Control)***
* Verify that the charts for all discharged in-patients, day surgery patient and endoscopy patient from the previous day are received and the patient's medical record file folders have been returned to the Medical Records Department while simultaneously notating which folders and/or discharge records were not received.
* Assemble each discharge record ensuring that no unauthorized documents are left in the record and, that all authorized documents are arranged in sequential date. File the sheets within the medical record file according to proper chart order, notating any missing documents or chart segment.
* Find all unallocated discharge cart, medical record folders, and/or missing documents/segments by going to the discharging nursing station and back tracking the patient’s files movement throughout the hospital.
* Complete a Medical Records Department QA Problem log sheet that details the exact explanation by each nurse and every location checked for each missing chart, folder or documents/segment that could not be located within the Medical Record Department.
* Verify that the patient’s name, medical records number and visit number appear on each and every page of the discharge record.
* Size and reinforce form if needed, punch holes and item assembled discharged charts into the correct patient folder with appropriate dividers and control forms.
* Verify that the patient’s name and medical number on the discharge record matches the patient name and medical records number found inside the folder.
* Make multiple volume folders in accordance with policy and procedure, ensuring all cross reference labels and tags are accurate and complete to include computer bar code labels.
* Update computer system to designate which visits are located in which volume number of each medical record folder.
* Repair and/or replace damage folders as needed.
* Scan all discharge documents.
* Transport discharge records to the first analysis file area and interfile the folders in strict terminal digit order.
* Perform all duties described in function VI of this job description
* ***Function IV (Cabinet Holder)***
* Ensure all loose material is filed in an incomplete record and sent for signature after flagging those that need analysis review.
* Ensure all charts located in the coding area have a pathology report filed into them and that they are forwarded to the coding supervisor for review.
* ***Function V (Archiving) The Employee must know and follow the procedures of Archiving.***
* Preparing and checking Medical Records for Archiving.
* Scanning of documents.
* Quality Control, Bar-Coding and Final Checking of scanned documents.
* Printing Inpatient/Outpatient Visit Lists, Cross Check List and Barcode Sheets.

* ***Function VI (Every Medical Record Technician)***
* Participate in section's meetings, in-service educational sessions, quality control, and continuous quality improvement programs to improve section procedures, structural support documents, personal knowledge and work performance.
* Using assigned employee production sheets, track, compile, quantify and report daily work output indicating the total associated time spent on performing each quantified/categorized task. Comply with the standards laid by the Approved International Accreditation Standards, performing the duties necessary to obtain and/or support accreditation standards.
* Report any occurrence not consistent with operation of the hospital or standards of service for patients, employees or visitors and situations, which put patients, staff, or visitors at risk for injury or other harm.

# Education

Guzman Institute of Technology Manila, PHL

Associate in Electronics Technology 1992 - 1994

Adamson University Manila, PHL

High School Graduate 1989 - 1992

Jacinto Zamora Elementary School Manila, PHL

Elementary Graduate 1984 - 1989

# personal information

Born January 18, 1976 in Makati (Philippines)

Citizenship: Filipino

Marital status: married

Known Language: Tagalog, English, Arabic (average )

|  |
| --- |
| **Vincent Paul Mateo – 2008002**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |