Resume of **Angelo BSc HIM, MBA**

## OBJECTIVE

To work with an esteemed organization in the field of Health Information Management (Medical Records) using my proven skills, knowledge and experience.

## EDUCATIONAL QUALIFICATION

* **MBA (Hospital Management)** IGNO University 2010-2012

## Bachelor of Health Information Administration.

College of Allied Health Sciences, Chethipuzha, Kottayam. **2005 – 2008.**

* **Special Medical Coding training from Aldos Institute, India.**

# Professional Planning

* + CPC/CCS from AHIMA.

## WORK EXPERIENCE

* Currently working as HIM Supervisor in **Hospital** at Abu Dhabi from July 31 to still
* Worked as HIM Specialist at **Nation Hospital Managed by Medical University of Vienna International**, Abu Dhabi from August 2017 to Dec 2017.
* Worked as a *Medical Record Technician* in **Burjeel Hospital** (JCIA HOSPITAL), Abu Dhabi from June 2013.
* Worked as a *Medical Record Executive* in **Lakeshore Hospital & Research Center** (MultiSpecialty ISO & NABH certified Hospital, Cochin, Kerala) for Three and half years.
* Worked as *Medical Record Assistant* at **St. Thomas Hospital,** Kottayam**,** Kerala for 6 months.
* Also I got practical training at **St. Thomas Hospital,** Kottayam, Kerala during my course period from 2005 to 2008.

## ACHIVEMENTS IN CURRENT JOB

* Organizing of Health Information Department.
* Starting deficiency checking of inpatient and outpatient medical record and its completion.
* Introducing Electronic Medical Records.
* Introducing Medical records folder.
* Introducing Referral Forms and Feed Back Forms.

## JOB RESPONSIBILITES:

* To conduct qualitative and quantitative analysis of EMR to ensure completeness, authentication and consistency of documentation and compliance to standards.
* To code and index diseases, surgical operation and therapeutic procedures according to International Classification of Disease and Procedures.
* To collect morbidity and mortality data for the preparation of comprehensive hospital statistics.
* To assist healthcare professionals for the completion of EMR.
* To be responsible for the functional area allotted in the department.
* To take care of Medico legal Cases (MLC).
* To prepare hospital Statistics and Corporative statistics.
* Development, analysis and technical evaluation of Electronic Medical Records.
* Safeguard the organization and health care professionals by protecting complete required important data of patient from all kind of dispute.
* To perform any other work assigned by high authority.

## SKILLS

* **Coding and classification of diseases** according to International classification of Diseases (ICD IX & X revision) and Current Procedure Terminology (CPT).

## Hospital statistics.

* **Different filing method.**

## Managing the Electronic medical records.

**COMPUTER KNOWLEDGE**

* Application Programs : Word, Excel & Power Point.
* Different HIS systems / Registration Systems.

## PROJECT WORK

* The project work entitled **“utilization of Medical Record in clinical field”** which was done in *Lakeshore Hospital, Ernakulam*. Lakeshore Hospital is a 350 bedded multi-specialty Hospital, Which has both ISO & NABH certifications.
* The project work entitled **“The study about the confidentiality of the Medical Record in a selected hospital”** which was done in *St. Thomas hospital,* Chethipuzha, it is a 450 bedded multispecialty hospital.

## SEMINARS ATTENDED

* National seminar on “**Quality Management in Hospitals**” organized by department of Hospital

Administration, Fr. Muller’s Medical College, Mangalore in association with CMAI, Delhi.

## “Current trends in public health, Hospital Administration & Documentation; Medallion 2007”

Organized by Department of medical documentation, Mahatma Gandhi University, Kottayam.

Personal Skills

* + Fast Learner.
  + Strong analytical thinking.
  + Enthusiastic and committed team player.
  + Communication Skills.
  + Strong Computer Skills.
  + Well-refined interpersonal skills, dynamic personality and positive attitude.
  + Very well organized with ability to prioritize work and meet deadlines.

## PERSONAL DETAILS

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| --- | --- | --- |
| Gender | : | Male |
| Date of Birth | : | 15/10/1987 |
| Marital Status | : | Married |
| Religion | : | Christian, LC |
| Languages known | : | English, Hindi, Tamil, and Malayalam. |
| Interests | : | Listening music and reading books. |

Email: [angelo-398275@gulfjobseeker.com](mailto:angelo-398275@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

# Declaration

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Yours Sincerely, Angelo

**BSc. Health Information Administration (Medical Records Management)**

Course Contents (Syllabus)

*Fundamentals of Medical Records Clinical Biochemistry*

*Medical Coding- Basics and Guidelines Communicative English*

*Microbiology Computer Application*

*Pharmacology Basics of Anatomy &Pathology*

*Basics of Physiology &Hematology Forensic Medicine*

*Medical Terminology Problem Solving Techniques*

*Medical Record Science Medical Terminology\_II*

*Bio Statistics Medical Record Science\_II*

*Medical Ethics and Legal Aspects ICD 10 Coding*

*Computer Applications in health Health Insurance.*

*Hospital Administration Medical Transcription*

*Public Relation Medical Coding*