RESUME

CHANDRA

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**Objective:**

* To apply my knowledge and skills in the field of Health Information Management
* Keep myself updated with advancement in the field of Health Information Management
* To be a part of a team that dynamically works towards the growth of the Health information in the health care industry.

**Work experience:**

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| --- | --- | --- |
| ***1.*** | ***Institute*** | *Father Muller Medical College Hospital* |
|  | ***Position*** | ***MEDICAL RECORDS OFFICER*** |
|  | ***Duration*** | *June 2016- December 2017* |
|  |  |  |
| ***2*** | ***Institute*** | *Indiana Hospital & Heart Institute, Mangalore.* |
|  | ***Position*** | ***MEDICAL RECORDS OFFICER*** |
|  | ***Duration*** | *September 2014 – June 2016* |
|  |  |  |
| ***3.*** | ***Institute*** | *City Hospital & Charitable Trust, Mangalore* |
|  | ***Position*** | ***STAFF NURSE*** |
|  | ***Duration*** | *January 2011 - January 2012* |

***Current job profile:***

* Reviewing and evaluating existing policies, procedures and work methods on a periodic basis in consultation with administrator.
* Member of Hospital Quality Internal Audit team.
* Preparing Hospital Statistical Report for Medical Council of India (MCI)
* Implementation of 10th chapter {Information Management System} of NABH in MRD.
* Giving training to all the Nursing staffs about the documentation process etc.
* Preparation of Medical Records Manual.
* Involving in decision making with all the Heads of the department.
* Working for implementation of EMR in the hospital
* Reporting of all the Hospital Births & Deaths to corporation office.
* Member of Medical Records Audit & Core committee Team.
* Manages and coordinates a system for safeguarding and updating active and inactive patient medical records.
* Monitor the accurateness of patient records and documentation of patient visits.
* Reporting all communicable disease reported in the hospital to the district health surveillance office
* Serves as an advisor on Medical records policies and consultant to medical staff.
* Orients new staff to the relationship and interaction of medical records unit with other units of department.
* Evaluates performance, implements corrective action on areas needing improvement or re-training.
* Participates on applicable committees and recommends policy changes as necessary.
* Preparation of Monthly Hospital Statistical Data & sending it to the Top Management.
* Oversees the processing of subpoenas and depositions consistent with legal regulations.
* Preparation of Monthly Quality related indicators & sending it to the hospital Quality Department.
* Giving Training for the MRD staffs
* Coordinating with Quality Department for Hospital forms and to maintain the quality in the documentation and to develop the policy and procedures of Hospital Medical Records.

**Education:**

***School of Allied Health Sciences, Manipal***

Master in Hospital and Health Information Administration (MSc HHIA)

Manipal University, 2014

***City College of Nursing, Mangalore, Karnataka***

Bachelor of Science in Nursing(B.Sc Nursing)

Rajiv Gandhi University of Health Sciences, Bangalore, 2010

**HHSIB Swamiji’s Higher Secondary, Edneer, Kasaragod, Kerala**

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Pre-University (12 )

Kerala Higher Secondary Education Board, 2006

***Kendriya Vidyalaya,Vidyanagar, Kasaragod,Kerala***

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High School (10 )

Central Board of Secondary Education, 2004

**Academic Project:**

Patient satisfaction on Vajpayee Aarogyashree Government Insurance scheme: A Cross Sectional Study.

**Certification :**

**ICD 10 CM certification from AMCI (Approved by Quality council of India)(Pursuing from 01/04/2018)**

**Workshops & Seminars:**

* Attended Seminar on Continuing Health Information Education, 2012
* Attended 15 days Observation training in A.J Hospital Mangalore, 2013
* Attended 15 days Curriculum training in Manipal Hospital, Bangalore,2013

**Career History and Exposure:**

* Successfully completed 150 Hours of Postings in Medical Records Department of A 2000 Bedded Hospital, Kasturba Hospital, Manipal
* Completed 25 hours of ICD-10 and 15 hours of ICD-9cm Coding for Discharged Patient Records
* Completed 15 Days of Training at a Corporate Hospital, Manipal Hospital Bangalore
* Completed 84 Hours of Postings at Various Administrative and Clinical Services at a Tertiary Care Hospital
* Worked as Staff Nurse for a period of 1 year in City Hospital Mangalore, Karnataka.
* Completed 10 days of Training in ICD-10 Coding practice in Father Muller Charitable Medical College Hospital.

**Skills:**

* Ability to work in teams
* Prepare Hospital Statistics
* Adaptive to any atmosphere
* Hospital Quality Internal Audit team member
* Chapter champion of NABH - IMS chapter
* ICD-10,CPT, ICD-9 Coding
* Good Medical transcription skills.
* Handling of Health Insurance
* Research Skills, Conducting Open & Closed files audit
* Good verbal, oration and written skills.
* Good computer skills (MS Word, MS PowerPoint, MS Excel)
* Computer applications - Visual Basic, SQL,HTML

**Personal Information:**

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| --- | --- | --- |
| *Nationality* | : | *Indian* |
| *Sex* | : | *Male* |
| *Languages Known* | : | ***English, Hindi, Kannada & Malayalam*** |
| *Date of Birth* | : | ***14/08/1987*** |

**Declaration:**

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