

# Medical Record Technician

RONIYA K ANTONY

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## Permanent Address

Thundiyl (H) Malloossery P.O  
Kottayam, Kerala

## Personal data

Date of birth : 11/06/1994  
Age : 27  
Nationality : Indian  
Marital status : Single  
Father Name : K C Antony  
Residential status : Visiting visa  
Upto 12/1/2022  
Current location : Ajman, UAE

## Languages Known

English, Malayalam

## Interest & Hobbies

Drawing and listening music

## References

Aswathi s  
Manager (Medical records)  
KIMS HEALTH sciences  
Trivandrum, kerala  
+91-9846712752

Jithin M A  
Medical record executive  
Aster medicity  
Ernakulam, kerala  
+91-8606341016

Seeking new opportunity in your esteemed hospital in which I can to effectively utilize my knowledge in the field of medical records

## Summary

After obtaining first relevant education B Sc.Health Information Administration,I am now ready to take on new responsibilities for further professional career

My key strength includes strong analytical and logical skills, an eye for detail communication and interpersonal skills.

I enjoy working in a team and help others progress.At the same time I work well independly.As a highly motivated and driven individuals, I strive on taking up challenges.

## Skills

Medical coding, MS office, word, excel, power point

## Field of interest

Health information management, medical documentation, medical coding, preparation of hospital statistics, maintenance of medicolegal cases and registers

## Education

### **ICFAI University (2018-2021)**

MBA Hospital Administration

### **Sikkim Manipal University (2012-2015)**

B.Sc.Health information Administration

### **C M S College of Higher Secondary School, Kottayam, Kerala (2010-2012)**

Plus Two

### **Baker Memorial Girls Higher Secondary School, Kottayam, Kerala (2009-2010)**

S S L C

## Project

Apollo Hospital, Chennai

Topic: A study to evaluate quality of health care services in medical records through quality indicators at medical record department in Apollo hospital chennai.

Project concludes that periodically prepare the list of incomplete, damaged, and misfiling records and the necessary actions to make it clear, so that the quality of medical records and patient care be improved

## Work Experience

**KIMS HEALTH science, Trivandrum, kerala**

**2019-2021**

Medical Record Technician

This position serves and perform as manual and electronic file auditing and coding. Other duties includes record maintenance, assembling and strictly following confidentiality of patient information.

**DM WIMS Medical College Hospital, Wayanad, Kerala**

**2015-2019**

Medical Record Executive

This position serves and performs as record keepers, maintaining medical records in manual and electronic record system and compile routine clerical duties in support of medical records program. Duties includes reviewing, analyzing, coding, abstracting and compiling or extracting medical records.

Assembles patient's medical record, ensuring the medical record is complete with proper documentation and formats are identified and in sequential order. Register, retrieves, process and dispatches medical records to the proper clinic area. Xerox and release patient medical information in confidential manner. Maintain confidentiality of medical information in accordance with privacy act. Perform other related duties as assigned

**Declaration**

I hereby declare that the above furnished details are true and fair to the best of my Knowledge and belief. Also I believe that I can build up and conduct a great career with you, thus in turn contributing to the growth and prosperity of the firm that will be beneficial mutually to the organization and myself

Place: kottayam

Date:

yours faithfully,  
Roniya k Antony