

## **EDWARD RAJ KUMAR R**

Adnoc Ruwais Complex, Ruwais, UAE. PIN-11845.

**E-Mail:** [eddie.raj7@gmail.com](mailto:eddie.raj7@gmail.com) | **Mobile:** +971 5893 72152



### **Objective:**

To be an efficient health information management profession and grow along with the organization.

### **ACADEMIC DETAILS:**

- 2011     **Diploma in Medical Record Technology** (2 Years) from SIHR&LC, India.
- 2012     B. Com (Annamalai University) India.
- 2009     12th from K.A.K.M Higher Secondary School.
- 2006     10th from K.A.K.M Higher Secondary School.

### **TECHNICAL QUALIFICATION:**

- 2009    Type writing Higher (English)
- 2010    Diploma in computer Application

### **Professional Experience:**

#### **Adnoc Ruwais Hospital Medical Records Technician**

Aug 2017 to Present

- Prepare daily & monthly statistics.
- Birth notifications to DHA on a regular and timeous base
- Supports continuous quality improvement and participates and contributes to all the quality assurance activities of the service.
- Exercises effective interpersonal skills in dealings with department staff, associates and management.
- Demonstrates the ability to listen to other in promoting effecting effective communication.
- Strictly adheres to organization's regulations and policies especially those related to infection control, patient safety, OSH, DOH, JCI, and ISO.
- Open & Closed records deficiency checking and data compilation and reporting
- Maintain confidentiality of patient information and prevent disclosure to unauthorized persons.
- Maintains medical records operations by following policies and procedures; reporting needed changes
- Prepare deficiency statistics like ward wise, doctor's wise and reporting to head.
- Review the medical records of outpatients, inpatients, emergency patients and diseased patients to ensure that they include all important documents and pertinent information.
- Check the scanned files and copy into the computer.
- Carry out any other duties and functions related to medical record services as instructed by the head of the department.
- Department safety facilitator & Fire warden.

**Apollo Hospitals Andhra Pradesh.  
Medical Records Technician**

February 2017 to August 2017

- Maintain confidentiality of patient information and prevent disclosure to unauthorized persons.
- Evaluate documentation for deficiencies in the deceased patient medical files and arranging for completion of records with the cooperation of medical and nursing staff.
- Participate in educational programs such as seminars, workshops and conferences related to the medical record profession.
- Collect the birth and death reports from the ward and report to Corporation of Chittoor within the legal time frame i.e. 21 days for birth and 21 days for death. To collect and prepare statistical reports for sending to external databases as per regulatory requirements as below:
- Strictly observe instructions given in the procedure manual to carry out assigned duties and responsibilities.
- Review the medical records of outpatients, inpatients, emergency patients and diseased patients to ensure that they include all important documents and pertinent information.

**King Abdulaziz Medical City, Saudi Arabia.  
Health information technician**

April 2015 to April 2016

- Operates computer to process, store, and retrieve health information.
- Filing, preservation and retrieval of health records for reference Research and study Insurance Related moving parts.
- Scan patient's records.
- Maintain various record and documentation for the department both manually and using computer systems.
- Assembling of health records and preparing Inpatient deficiency checklist.
- Deliver and retrieve incomplete charts.
- Sorted and filed loose paperwork in patient charts; maintained medical records in proper order.
- Assist the department by answering questions, answering phones, and performing other duties as assigned.
- Tracking to and chasing files from different locations throughout the hospital.
- Completes medical record by reviewing information; notifying health care providers of record deficiencies; tracking outstanding records; notifying medical director of physicians in jeopardy of losing admitting privileges.
- Maintains medical records operations by following policies and procedures; reporting needed changes

**Fortis Malar Hospital, Chennai, India.**  
**Medical Record Technician**

Aug 2012 to April 2015

- Maintain departmental records using filing retrieve files, locate missing records, file new and updated information, merge duplicate records, abstract charts, and purge old records.
- Monitor and file legal documents pertaining to patient births, deaths and other medical information.
- Update name changes and medical record numbers in the hospital computer system.
- Issue medical record numbers as needed.
- Deliver and retrieve incomplete charts.
- Assist the department by answering questions, answering phones, and performing other duties as assigned.
- Assist physicians with completion of medical record deficiencies which must be resolved.
- Coding and indexing the diseases according to the International Classifications of Diseases.
- Assembling of health records and preparing Inpatient deficiency checklist

**MVJ Medical College & Hospital, Bangalore, India.** Aug 2011 to Aug 2012  
**Medical Record Technician**

- Sorted and filed loose paperwork in patient charts; maintained medical records in proper order.
- Created patient folders for new patients using unique identification numbers according to established protocols.
- Retrieved patient charts and refilled charts in proper sequence; completed out guides for pulled charts.
- Copied physician-dictated reports and complied with requests for copies of patient records from patients and other persons such as physicians, attorneys, and insurance companies following departmental policies to safeguard patient confidentiality.
- Located records which have been checked out or are missing, in accordance with departmental policies for safeguarding patient records.
- Followed established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental.
- Performed miscellaneous job-related duties as assigned.
- Performed other routine clerical tasks.

**PERSONAL DETAILS:**

Father Name : Mr. Reuban  
Date of birth, Age : 13-01-1991–26 years  
Sex : Male  
Nationality & Religion : Indian & Christian  
Marital Status : Single  
Languages Known : Tamil, English  
Passport Number : K5060428  
Place of Issue : Chennai  
Date of Issue : 04/09/2012  
Date of Expiry : 03/09/2022

**Declaration:**

I declare the the above-mentioned date are true to the best of my knowledge and belief. I also affirm that I will fulfill my obligations to the organization effectively and efficiently.

Place: Abu Dhabi, UAE

Yours Sincerely,

Date:

Edward