|  |
| --- |
|  RESUME |

|  |
| --- |
| **GANGA ABHILASH** |

|  |  |
| --- | --- |
| **Permanent Address** | **Objectives.** |
| Ganga Abhilash,Pathinkamattathil House,Malayattoor Post,Kalady, IllithodeErnakulum – 683 587Kerala, India. | * I want to remain unique and indispensable in my official surroundings. I firmly agree that working true to my conscience will bring laurels to me and to the organization which i am associated with.
 |
| **Profile Summary-Medical Records Officer.** |
| **Contact Numbers**  | * Organize and manage health information data’s by ensuring its quality, accuracy, accessibility and security.
 |
| Home :+91 4829 234 375 | * Having frequent communication with physicians and healthcare professionals to clarify diagnoses or to obtain additional information.
 |
| Mobile:+91 9037808180 | * Using several coding systems, such as those required for ambulatory settings, physician offices or long term care.
 |
| UAE cont : 050 1683 601 | * Had the responsibility to facilitate with Birth and death registration process.
 |
| **E- Mail** | **Job Title** |
| ganga.abhilash@yahoo.in | **Medical Records Officer** |
| **Reference** |  |
| Mr. NITHYA KIRUBAKARAN Sr: Medical Records Manager,New Medical Centre Hospital – Abu Dhabi-UAE.Contact Number - 0559821139. |  |
| **Current Job Reference:**Mrs. Bindu – HOD (Medical Records AIMS Kochi)Tel:+91 484 2801234. |

|  |  |
| --- | --- |
| **Personal Data** | **Professional Experience** |
| Name: **Ganga Abhilash** | **AMRITHA INSTITUTE OF MEDICAL SCIENCE AND TECHNOLOGIES – KOCHI – India.*** Is a 1800 bedded multi specialty hospital, and I have a **experience of 7 years as a senior medical records officer**. I directly take care and co ordinate with various out and in patient departments along with 120 ICU’s on every day through Electronic Data keeping, which will help the organization to maintain data on patient’s safety, pattern of diseases, and disease treatment and out come .

 **My major duties and responsibilities:*** Over all supervision of Medical Records department.
* Regular Check up and analysis of Electronic data’s.
* Statistical preparations.
* Co-ordinate inter department scanning.
* Coding and indexing.
* Assembling and deficiency checking.

**Educational Qualifications*** Master of applied science in Medical documentation Mahatma Gandhi University – Kerala, India.
 |
| Fathers Name : T.S.Velayudhan | * B.S.C in Zoology from Mahatma Gandhi University Kerala, India.
 |
| Age : 29 | * Pre Degree Science from Mahatma Gandhi University Kerala, India.
 |
| Date of Birth : 20.03.1981 | * SSLC from State board of Examinations.
 |
| Sex : Female | **Project Profile** |
| **Passport Details**Passport No : **H8932619**Date Of Issue :**02.07.2010**Date of Expiry :**01.07.2020**Nationality : **Indian****Visa status : Nil ( Can be come down on request)** | Project done at **Pushpagiri Medical College – Thiruvalla** - **India** about the Processing and releasing information on mediological cases in road traffic accidents.* Fifteen days practical training attended regards Organize and manage Health information data’s through Electronic Health records systems in **Sree cithra Thirunal Institute of Medical Science and Technology- Trivandrum, Kerala.**
* Fifteen Days practical training attended in **Regional Cancer Centre (Clinical Section) – Trivandrum – Kerala** regarding the review of cancer patients records and pathology report, and assign codes for the diagnosis and treatment of different cancers and selected benign tumors.
 |
| Marital Status : Married | **Personal Skill**  |
| Mother Tongue : Malayalam  | Excellent Communication skill, analytical skill, Team management, self confidence & Punctuality.Interest: Keen to learn new emerging technologies.Computer Knowledge: All work place knowledge and M.S office, internet surfing Etc. |
| Languages Known :Malayalam, English, Tamil, Hindi  | **Declaration** |
|  |  |
|   | I assert that the above furnished details are genuine, any additional details can be provided on request.  |
| Place : Kochi |  |
| Date: 19.02.2011 |  **Mrs. Ganga Abhilash**  |