

RONIYA K ANTONY



MEDICAL RECORD TECHNICIAN

CONTACT DETAILS

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PERSONAL DETAILS

Nationality: Indian

Passport No: U8041897

ACADEMIC & PROESSIONAL QUALIFICATIONS

- > *MBA in Hospital Administration*
- > *B. Sc Health information Administration*

SKILLS

- > *Medical coding, Microsoft excel, word, power point*

LANGUAGE

- > *English, Malayalam, Hindi*

ADDITIONAL TRAININGS

- > *Excellent communication skills*
- > *Active listening*
- > *Maintain positive, empathetic attitude*
- > *Processing orders, forms, applications*
- > *Ensure customer satisfaction*
- > *Assist in the administration funtions of the with regard to day to day operations*
- > *Possessing analytical, critical thinking*
- > *Team Management, cross functional leadership*

OBJECTIVE

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

PERSONAL SUMMARY

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

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

I enjoy working in a team and help others progress. At the same time I work well independently

WORK EXPERIENCE

- Organization: **Lifenity International Clinic & Laboratory, Dubai**
Designation: Reception cum Administration and Data entry
Duration: 2022 to 2023
Detail: serves patient by greeting, welcoming and directing them appropriately. Notifies company personnel of visitors arrival. Maintains security and Telecommunications system. Informs visitors by Answering or referring Inquiries. Maintain patient electronic data and releasing reports and coding patient diagnosis for insurance purpose
- Organization: **KIMS HEALTH Hospital, India**
Designation: Medical Record Technician
Duration: 2019 to 2021
Detail: This position serves and perform as manual and electronic file auditing and coding. Other duties includes record maintenace, assembling and strictly following confidentiality of patient information.
- Organization: **Aster DM WIMS Medical college Hospital, India**
Designation: Medical Record Executive
Duration: 2015 to 2019
Detail: Maintain 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 patients medical record, ensuring the Medical is complete with proper documentation and format.

PROJECTS

- ✚ **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.

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

