



MOHAMMED MANSOOR.P

OBJECTIVE

To be a part of a reputed organization where I can utilize my skills and abilities to grow professionally while being resourceful, innovative and flexible. My career aspirations are to justify the faith bestowed upon me by the organization and at the same time to take the organization to new heights with strong innovative decisions within the purview of the organization.



ADDRESS:

Muhammed Mansoor.P
Parasseri House
Kavalamukkata.PO
Malappuram dist, Kerala -679
332, India.

PERSONAL DATA:

Gender: Male

Marital Status: Married

Date of birth: 27/12/1991

Nationality: Indian

Religion: Muslim

EXPERIENCE

2017-2020

Medical Record Technician

Al Ryan Hospital, Saudi Arabia

2014 -2015

Medical Record Technician & Medical Coder

MES Medical College, Perinthalmanna, Kerala.

2012-2014

Health Information Executive/Medical Coder

Aster MIMS, Kottakkal, Malappuram, Kerala, India

JOB DISCRIPTION

Electronic Medical Records

- OP and IP file audit (closed and open audit).
- Qualitative and Quantitative analysis.
- Deficiency checking and alerting to doctors.
- Daily and monthly OP and IP statistics (bed occupancy, IP days and Length of stay)
- ER and ICU file audit.
- Transfer out File audit.
- Release of Information.
- Merging duplicated Files.
- Scanning and uploading files.
- Birth and Death Notifications

Passport Details:

Passport No: L3652519

Issue Date: 28/08/2013

Expiry Date: 27/08/2023



PHONE NUMBER:
+971581468528



EMAIL ADDRESS:

mansoorparasseri@gmail.com

Manual Medical Records

- Designing and overseeing vital medical record forms to ensure that they meet medical, legal and ethical standards.
- Maintaining IP and OP statistics.
- Medical coding (ICD 10 CM & CPT) and indexing both outpatient and Inpatient charts and acts as in charge of cancer registry.
- Acts as administrative executive being part of NABH accreditation process
- Active member in medical records audit committee and also in internal audit committee.
- To assemble medical records after the discharge as per assembling order
- Delegation and work scheduling for medical records technicians as well as medical records assistants
- To perform any other work assigned by Head of the department HIM

EDUCATION

Diploma in Medical Records and Health Information Technology

Aster Academy- Aster MIMS, Calicut, Kerala.

Pass Percentage: Second class

COMMUNICATION

Good communication skills, Likes taking up responsibilities, Strong belief in teamwork and committed workmanship, Quick learner, Pleasing personality and Hard Working. Aspiring to continue further education/learning and widen the horizon of knowledge.

LANGUAGES

English, Hindi, Malayalam, Arabic, Tamil

SPECIFICATION

- Good knowledge about Electronic Medical Record.
- Operating system: windows XP, windows7, windows 8
- Office packages: Microsoft office, Word, Excel

REFERENCES

Rajeesh Kumar

Medical Records manager

Mediclinic Parkview Hospital- Dubai

+971567783137

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.