


Jiji CHACKO

Senior Medical Record Technician
(8 Years of Experience)

 Dubai

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 jijichacko9@gmail.com



+ SKILLS

MS Office

Trio Tree

+ LANGUAGES

Malayalam

English

+ VISA STATUS

RESIDENCE VISA

Valid Up to - 23/10/2025

+ ABOUT ME

An enthusiastic, competent and dynamic professional with 8 years of comprehensive experience in medical records as **Senior Medical Record Technician**. Skilled in

- Medical terminology
- Quality analysis in all the aspects of the patient records
- Managing medical records department
- Coding and classification procedures of the disease
- Skilled in conflict handling and problem solving
- Filling and retrieval procedure of MRD

+ WORK EXPERIENCE

Rajagiri Hospital
Aluva, Kerala, India

SEPTEMBER 2015
AUGUST 2023

SENIOR MEDICAL RECORD TECHNICIAN

Key Responsibilities:

- Medical records management and documentation
- Co-ordination with management teams in Health information
- Disease coding and classification
- Hospital statistics and quality checking
- Death and Birth registration
- Release information or data of patient related to health
- Assembling and deficiency checking health information data
- Maintains and arrange patient chart folders and retrieves medical record
- Perform periodic inspections of materials or files to ensure correct placement, legibility, and proper condition.

ATTENDED: JCI Audit

Joint Commission International Accreditation for
Health care audit (Rajagiri Hospital, Aluva on
2016, 2019 and 2022)

+ EDUCATION

Bachelor of Science Health Information Administration (HIA)

Sikkim Manipal University

Muthoot College of allied Health science and Management
studies, Kozhencherry, Kerala

+ TRAINING

- Pushpagiri Medical College Hospital, Thiruvalla, Kerala
- MIMS Hospital, Kozhikode, Kerala
- Travancore Medical College Hospital, Kollam, Kerala

+ HOBBIES

- Social Networking
- Surfing Latest News