



Venthani Tamizh

Medical Records Technician

Contact

Sharjah,
United Arab Emirates
00971589933231
sujanventhu@gmail.com

Education

Bachelor of Arts in Tamil

Bharathidasan Govt. College
for Women, Pondicherry, India.
2003 – 2006

Master of Arts in Public Administration

Annamalai University,
Chidambaram, India.
2011 – 2012

Diploma in Medical Records Technology

Pondicherry Institute of Medical
Sciences, Pondicherry, India.
2008

Diploma in Computer Application (Ms Excel, Word, PowerPoint)

SAR Infotech,
Pondicherry, India
2005

Summary

Professional and talented Medical Records Technician with a solid experience of 4 years in collecting and validating patient data as well as handling and maintaining medical records in a licensed healthcare facility. Possess good organizational, multi-tasking, reporting, record-keeping, and time-management skills as well as proficiency with computer programs and a thorough understanding of medical terminology.

Experience

Medical Records Technician

Pondicherry Institute of Medical Sciences, Pondicherry, India
2016 – 2017

- Helped visitors check in on time by greeting them and establishing the purpose of the visit.
- Represented and interpreted the agency's functions and services to other institutions, the public, government agencies and other organizations.
- Designed and maintained computerized record management systems for storing, processing and generating data and reports.
- Collected required information and documents from patients, ensuring the accuracy of all data.
- Maintained the Birth and Death record index for submission to Health and family welfare department.

Medical Records Technician

AUM HOSPITALS, Pondicherry, India
January 2018 – October 2021

- Answered and directed calls from patients to the requested department or Doctor.
- Maintained phones and visitation logs for clients.
- Recorded and entered all in/out patients information and case details into the system.
- Performed ICD Coding.
- Updated medical history in a timely manner.
- Communicated with patients, medical professionals, and insurance companies.

Key Skills

- Microsoft Office
- Communication Skills
- Ability to Multitask
- Customer Service
- Medical Records Maintenance
- Time Management

Language

English

Tamil

Malayalam

Personal Information

Name : Venthani Tamizh

Nationality : Indian

Date of Birth: 05/11/1985

Gender : Female

Age : 35

Marital Status: Married

Visa status : Residence visa

Address : Al Nasiriya, Sharjah,
United Arab Emirates

References

[Available upon request.]