



Venthani Tamizh

Medical Records Technician

Contact

Sharjah,
United Arab Emirates
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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.]