



RUKSANA SUDHEER

MEDICAL RECORDS COORDINATOR

📍 Dubai, United Arab Emirates

📞 +971 588471401

✉️ ruksanasudheer26@gmail.com

ABOUT ME

A highly organized Health Information Management Professional with extensive experience in handling confidential Electronic Medical Records and paper-based patient records. Excellent at time management and working independently, I communicate effectively with all levels and maintain flexibility in my duties. Eager to join your team as a Documentation Officer to enhance productivity and drive organizational benefits.

SKILLS

LEADERSHIP QUALITY

GOOD COMMUNICATION SKILL

KNOWLEDGE IN ICD 9 & ICD 10, ICD O, CPT

MICROSOFT EXCEL

MICROSOFT WORD

MICROSOFT POWERPOINT

SAP

SAGE

INSTA (MEDICAL SOFTWARE)

LANGUAGES

ENGLISH

MALAYALAM

WORK EXPERIENCE

DYNAMED

HEALTHCARE

SOLUTIONS - BURJEEL

HOLDINGS

KOCHI, INIDA

Apr 2023-Aug 2024

● Medical Records Coordinator

- Contributed to improved and cost-effective patient care by creating and maintaining permanent medical records.
- Collaborated to ensure medical record accuracy and compliance as per UAE standards.
- Entered and updated medical records for healthcare professionals and insurance companies.
- Collaborated with healthcare providers to ensure accuracy of medical records.
- Ensured cost-effective and quality patient care through IFHAS audits.
- Conducted timely updates and audits of medical records, including Open and Closed audits.
- Ensured confidentiality and protection of patient data and medical records.
- Assisted healthcare organizations in growth analysis through data analytics.
- Improved patient care with cost-effective permanent medical records.
- Entered and updated records for healthcare professionals and insurers.
- Protected confidential patient data and supported growth analytics.
- Review, develop and implement standards and procedures for processing medical records requests with administrative support.
- Maintaining quality and accurate records by following hospital procedures.

EDUCATION

SME, MG UNIVERSITY,

KOTTAYAM, KERALA,

INDIA

Kottayam

2022

● M. Sc Medical Documentation

AQUINAS COLLEGE,

EDAKOCHI, KERALA,

INDIA

Edakochi

2020

● B. Sc Mathematics

PERSONAL DETAILS

Date of birth
16 Apr 1999

Nationality
Indian

Marital status
Married

REFERENCES

**DR.SREEDEVI
SANKARANKUTTY**
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INTERNSHIPS

**GENERAL HOSPITAL,
ERNAKULAM**
Kochi, India
Nov 2022-Jan 2023

● **E-Health:An electronic demographic database and an electronic health project of Kerala Govt. Which remoulds the healthcare environment**

3 months posting was done at Medical Records Department of General Hospital, Ernakulam

**REGIONAL CANCER
CENTER**
Trivandrum, India
Apr 2022-May 2022

● **Medical Records Technician**

2 month posting as medical records technician in th Regional Cancer Center, Trivandrum, India

**RENAI MEDICITY
KOCHI, INDIA**
Kochi
Mar 2022-Mar 2022

● **Medical Records Technician**

1 month posting as medical records technician in th Renai Medicity,Kochi, India