



# 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  
Dynamed Healthcare Solutions  
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m  
  
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Burjeel Royal Asharej  
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E: rinkuthomas.2010@gmail.com

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