



# SREEMOL BABU

## MEDICAL RECORDS EXECUTIVE

### CONTACT ME

+971545249345

sreemolbb9@gmail.com

Abuhail, Dubai

### PERSONAL DETAILS

DOB	26/07/1997
Gender	Female
Nationality	Indian
Visa status	Spouse visa

### PROFESSIONAL SKILLS

- Medical Terminology
- Accurate CPT-4, ICD-10CM and HCPCS Coding
- ICD-9 and ICD -10
- Medical Billing
- Health Information System
- Medical Records Management
- Release of Medical Information
- Medical Records Audit
- Deficiency Checking
- Archiving of Medical Records
- Qualitative Analysis
- Hospital Statistics
- Electronic Medical Records
- Medical Record Forms Designing

### ➤ OBJECTIVE

Looking forward to secure a responsible career in Health Information Management and Medical Coding to fully exploit my knowledge, skills and experience towards the growth and success of the organization while pursuing personal and professional advancement opportunities

### ➤ EXPERIENCE

#### **Medical Records Executive**

Rajagiri Hospital, Aluva (JCI Accredited)  
2 September 2021- 1 October 2022

**Medical Coding and Billing training** approved by AAPC, at Cigma Medical Coding Academy, Ernakulam from 30th November 2022- 24th March 2023

### ➤ CERTIFICATION

- AAPC Certified Professional Coder (CPC) 83%

### ➤ WORKSHOP

One day workshop on **Revenue Cycle Management in UAE** at Rewaq Ousha Educational Institute, Dubai

### ➤ EDUCATION

- **MSc Medical Documentation (HIM)**  
School of Medical Education (CPAS),  
MG University  
2021
- **BSc Chemistry**  
MG University  
2018

## CORE STRENGTHS

- Strong Leadership skills
- Attention to detail
- Good Communication skills
- Time management
- Analytical and problem solving skills
- Organizational Skills

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil

## ➤ INTERNSHIPS

- 4 months certificate program in Medical Coding and Billing approved by AAPC, at Cigma Medical Coding Academy, Kochi
- 2 months internship in MRD at Rajagiri Hospital, Kochi
- 10 days internship in MRD at HGM Hospital, Kottayam
- 20 days internship in MRD at Travancore Medical College, Kollam
- 10 days internship in MRD at Government Hospital, Trivandrum
- 10 days internship in MRD at District Model Hospital, Peroorkkada
- 3 days internship in MRD at Regional Cancer Center Trivandrum

## ➤ REFERENCE

- **Dr Jayadevi-Cigma Medical Coding Academy**  
SME at Cigma Medical Coding Academy  
jayadevi@cigmahealthcare.in
- **Suma V Madhavan-School of Medical Education, Kottayam**  
HOD Department of Medical Documentation  
smemdoc@gmail.com  
+91 9447414208  
+91 7736324420

## ➤ DECLARATION

I hereby declare that all the above statements mentioned in this resume are true to the best of my knowledge

Place : Dubai

Date

Sreemol Babu