



Sulu K Thomas

Medical Record Technician

Highly motivated and detail-oriented Medical Record Technician with 5 years of domestic and International exposure and a passion for maintaining accurate and confidential patient information. Seeking an appropriate position in a reputable healthcare facility where I can leverage my organizational skills and knowledge of health information management to ensure the seamless flow of medical records.

Professional Experience

Medical Records Technician

Apr 2022 – Till date

NMC Hospital Alain

Medical Records Technician

Dec 2012 – Jun 2016

Amrita Institute of Medical Science & Research Center, Cochin

Duties & Responsibilities

- Create and maintain patient records as per hospital policies and regulatory requirements.
- Enter patient demographics, medical history, and treatment plans into the EHR.
- Create and maintain indexes to facilitate easy retrieval of patient records.
- Regularly audit patient records to ensure adherence to documentation standards and accurate categorization.
- Collaborate with quality assurance teams to improve record-keeping processes.
- Communicate with healthcare providers to clarify incomplete or unclear documentation.
- Establish mechanisms to monitor the whereabouts and movement of patient records throughout the medical facility.
- Assist healthcare practitioners, patients, and other authorized users with patient records.
- Implement and uphold policies and procedures to safeguard the security and confidentiality of patient health information.

Education

- **BSC HIA – 2012**

(Health Information Administration)

St. Thomas College of Allied Health Science, Chethipuzha

- **Higher Secondary – 2009**

Govt. Higher Secondary School Thrikkodithanam

- **SSLC – 2007**

St. Anne's Girls Higher Secondary School Changanassery

Personal Info

Date of Birth: 23 February 1992

Marital Status: Married

Nationality: Indian

Passport No: P4122145

Visa Status: Residence Visa

Permanent Address : Kalappurackal House, Champakkara-PO Kottayam Kerala 686540

Linguistics: English, Malayalam, Tamil



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Muweilah commercial,
Sharjah UAE

Professional Skills

- Health Information Management (HIM)
- Coding and Classification Systems
- Communication Skills
- Technology Proficiency
- Accurate data entry
- Hospital Administration
- Medical Terminology
- Medical Transcription
- Bio-statistics & Hospital statistics
- Analytical Skills
- Ethical Conduct
- Privacy and Confidentiality

Areas of Interest

- Administration
- Medical Records
- Medical coding

Reference

Fr. John Thekkekara

Director

St. Thomas Hospitals Chethipuzha,
Changanacherry, Kottayam, Kerala

Thushara

Medical Record Officer

AIMS Hospital, Ernakulam, Kerala