**RESUME**

**Mrs. ANUSUYA.R**

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**PROFILE SUMMARY :**

Logical and efficient medical coder fresher and professional with exceptional skills in abstracting information and assigning codes related to medicine, surgery, radiology, and pathology. Working knowledge of official coding conventions and rules established by AMA a meticulous individual who has demonstrated ability to liaise with insurance companies. Highly motivated to work in team oriented and collaborative environment and understanding the procedure 0f anatomy, physiology and medical terminology.

**PERSONAL ATTITUDE:**

* Extensive knowledge of medical terminology across a broad range of medical practice areas.
* Excellent data entry skills.
* Good multi-tasking abilities.
* Strong understanding of ICD-10-CM and CPT requirements and procedures.
* Good interpersonal skills and the ability to function as a team member.
* Experienced with fast-paced medical care environments.
* Exceptional paper work and proofreading skills.
* Able to comprehend common coding procedures.

**PERSONAL DETAILS:**

* Date of birth : 22 June 1987
* Marital status : Married
* Gender : Female
* Nationality : Indian
* Languages known : English/ Tamil/ Malayalam
* Visa status : Employment visa
* Present Address : Khalidiya, Abudhabi, UAE

**ACADEMIC QUALIFICATION:**

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| --- | --- | --- | --- |
| **Course** | **Institution** | **Year** | **Marks (%)** |
| M.Sc(Nursing) | Rani Meyammai College of Nursing, Chidambaram-02. | 2009-2011 | I CLASS |
| B.Sc(Nursing) | Rani Meyammai College of Nursing, Chidambaram-02. | 2004-2008 | II CLASS |
| HSC | Little Flower Girl’s Higher Secondary school, Nagercoil. | 2002-2003 | 74% |
| SSLC | Little Flower Girl’s Higher Secondary School, Nagercoil. | 2000-2001 | 86% |

**CERTIFICATION:**

Skyline Education Services, UAE – Certified Professional Coder (CPC).

**PERSONAL EXPERIENCE:**

**After M.sc Nursing:**

* One year and five months work experience as a Health Care Assistant in Emirates Home Nursing at Abu Dhabi, UAE (24.12.2017 to Till date).
* One year and 3 months of work experience as a Clinical Instructor in Servite College of Nursing at Trichy (6.2.2012 to 28.5.2013).
* Eight months of work experience as a Staff Nurse in Vijayakumar Hospital at Swamiyarmadam, Kanyakumari Dist. (3.6.2013 to 31.1.2014).
* Four months of work experience as an Instructor (Mobile Clinical Trainer) for Impetus Healthcare Skills, Chennai (RMNCHA Project at Bihar) (3.2.2014 to 25.6.2014).
* Eight months of work experience as a Staff Nurse in Vijayakumar Hospital at Swamiyarmadam, Kanyakumari Dist. (8.7.2014 to 10.2.2015).
* Two year and 2 months of work experience as Staff Nurse in Sri Balaji Hospitals, Coimbatore (15.07.2015 to08.05.2017).

**After B.sc Nursing:**

Six months of work experience as a staff nurse in Rajah Muthiah Medical College and Hospital at Chidambaram (October 26.10. 2008-April 31.4.2009).

Four months of work experience as a staff nurse in Vijayakumar Hospital at Swamiyarmadam, Kanyakumari Dist (1.5.2009 to 28.8.2009).

**As Health Care Assistant - Duties and Responsibilities**

* Performing tracheostomy suctioning and care
* Providing ventilator care
* Performing PEG tube feeding and care
* Helping patients to undertake personal tasks, including washing, showering, and using the toilet
* Serving food to patients and helping them to eat if they are physically weak
* Changing dirty sheets and bedding
* Making the beds
* Talking to patients to ease loneliness and feelings of isolation
* Listening to the particular needs of patients and acting on these needs as appropriate
* Turning patients who are required to spend a lot of time in bed, in order to avoid bed sores
* Helping patients to move around their environment and to feel comfortable in their own homes or in hospital. This involves keeping their living area extremely clean and tidy
* Improving the mobility of patients
* Ensuring that supplies of medical equipment are replenished
* Taking the temperature of the patient
* Recording the temperature of the patient
* Taking the pulse rate of the patient
* Recording the pulse rate of the patient
* Taking the respiration rate of the patient
* Recording the respiration rate of the patient
* Notifying healthcare professionals if temperatures, pulse rates, or respiration rates seen abnormal or worrying
* Measuring the weight of the patient
* Measuring blood glucose levels
* Performing electrocardiograms
* Preparing patients for therapy or medical treatment
* Setting up equipment needed by healthcare professionals
* Assisting the healthcare professional whilst they administer therapy or treatment
* Ensuring that the patient is comfortable while the therapy or treatment is being administered
* Recording the patient’s progress following each session of therapy or treatment

**As Staff Nurse - Duties and Responsibilities**

* Assessing and planning nursing care requirements.
* Diagnosing the disease by analyzing patient’s symptoms and taking required actions for his/ her recovery.
* Preparing patient for examinations.
* Maintaining reports of patient’s medical histories, and monitoring changes in their condition.
* Coordinating with physicians and other health care professionals for creating and evaluating customized care plans.
* Administer medication, wound care, and numerous other personalized interventions.
* Take patient samples, pulses, temperature, and blood pressure.
* Document s patient care services by charting in patient and department records.
* Organizing workloads.
* Maintaining hygienic and safe working environment in compliance with the health care procedures.
* Keeping an eye on each and every aspect of patient care that includes physical activity plus proper diet.
* Preparing rooms, and decontaminating equipment’s and instruments.
* Assisting doctor’s during surgery.
* Provide pre-and post-operation care.
* Resolving patient problems and fulfilling their requirements by applying multifaceted team strategy.
* Performing lab work and giving complete information to the physician about patient’s condition during anesthesia.
* Recommending drugs and other forms of treatment like inhalation therapy, physical therapy, etc.
* Provide health promotion, counseling, and education.
* Interpret patient information and take critical decisions about needed actions.
* Supervising junior staff.
* Providing emotional support to patients and relatives.
* Tutoring student nurses.
* Protect patients and employees by adhering to infection control policies and protocols, medication, administration and storage procedures, and controlled substance regulations.
* Maintain patient confidence and protects operations by keeping information confidential.
* Ensure operation of equipment by completing preventive maintenance requirements, following manufacturer’s instructions; trouble shooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Maintain nursing supplies inventory by checking stock to determine inventory level, anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; using equipment and supplies as needed to accomplish job results.
* Modify patient treatment plans as indicated by patient’s response and conditions.
* Working with a variety of patient’s from pediatric to geriatric or specializing in one of numerous possible areas such as cardiac care, neurologic care.

**As Clinical Instructor - Duties and Responsibilities**

* Preparation for classes and demonstrations displays of educational material on notice board.
* Prepare and deliver lectures to graduate students on topics such as Medical Surgical nursing, Fundamentals of Nursing, Nursing Administrations.
* Prepare course materials such as syllabus, homework assignments, and handout.
* Plan, evaluate and revise curriculum, course content, course materials and methods of instructions.
* Perform administrative duties such as serving as department head.
* Supervise student’s laboratory and clinical work.
* Demonstrate patient care in clinical units of hospitals.
* Evaluate and grade students class work, laboratory and clinic work, assignments and papers.
* Assess clinical education needs, patient and client teaching needs utilizing a variety of methods.
* Advise students on academic and vocational curriculum and on carrier issues.
* Register of attendance at class’s demonstrations, visits, etc.
* Record of practical experience.
* Leave account of students.
* Records of classes given by Nursing, Medical and other Teacher.
* Health records.
* Permanent/cumulative record of students.
* Students Health,
* Arrangement for initial and periodical health records.
* Periodical visits to students rooms to make sure that they practice personal hygiene.
* Organizing recreational and social program.
* Coordinate training programs with area clinics, hospitals, health agencies, and /vocational schools.
* Guidance to students in methods of study and use of reference books and library, individual attention to students when necessary, including individual assignment.
* Compile bibliographies of specialized materials for outside reading assignments.
* Act as advisers to student organization.
* Conduct periodical and term tests.
* Organizations of seminars, panel discussions, debate etc.
* Ensure that students who go in for examination fulfill all requirements.
* Regular visits to the hospital wards, and other practice fields.

**As Mobile Clinical Trainer - Duties and Responsibilities**

* Assessor in identifying the gaps in the health care facilities.
* Evaluate the professional skill of Nurses.
* Enhance the knowledge and skills of nurses for delivery conduction in public health facilities.
* Participate in the mentoring / technical training sessions and meetings.
* Conducted structured on the job clinical training on conduction of delivery, Immediate care of Newborn, Emergency management of complicated mothers (PPH, Eclampsia, Prolonged and Obstructed Labor), KMC, PPIUD and infection prevention for providers (doctors, nurses and ANMs); training will be based on the competency gaps
* Collect feedback from the participants at the end of each training/follow-up session and share it with the Project Manager for their analysis
* Conduct post training follow-up, visit the facilities and spend one day at each facility after three months of the initial training to provide onsite individualized mentoring support to reinforce skills learned at the initial training
* Build rapport with facility teams (including the Medical Officer In-charge of Centers) and execute participatory,
* Undertake activities to facilitate the establishment of quality services according to the performance standards, at the supported facilities
* Discuss and reinforce National guidelines and standards of care at the facilities
* Perform observations and ask staff to demonstrate certain clinical skills to understand the competency needs of the teams
* Collect data to the project in tracking progress of ensure quality of services at facilities during the follow-up support visit to doctors, staff nurses and ANMs.
* Facilitate reflection, demonstrate and provide feedback with respect to provider – patient interaction and environment in the facility.

**DISSERTATION WORK TAKEN :( 2009-2011)**

* A study to assess the effectiveness of structured teaching program on knowledge regarding self-care management among women with breast cancer undergoing radiation therapy in a selected hospital at Neyyoor.

**Group PROJECT :( 2009-2011)**

* A study to assess the effectiveness of the structured teaching program on knowledge regarding computer application among staff nurses in RMMCH at Chidambaram.

**Training Programmes Attended**

1. National seminar on **"*VALUES IN HEALTH CARE*"**
2. Workshop on ***“QUALITATIVE RESEARCH - AN EXTENSIVE APPROACH”***
3. Seminar on ***" BREAST FEEDING WEEK’***
4. Workshop on ***“CARDIO VASCULAR DISEASE”*** conducted by Rajah Muthiah Medical College and Hospital, Annamalai University.
5. Workshop on **“*IMPORTANCE OF PERSONALITY DEVELOPMENT IN NURSING”***
6. Panel discussion on **“*AUTONOMY IN NURSING”***

**DECLARATION**

I hereby declare that the information finished by me are correct in the best to my knowledge and belief.

**References :** Available on request.