

Mr.Shailendra Stifan

Medical Records Department

- Knowledge of the technical areas of a Medical Record Department including the inpatients and outpatient processing and analysis.
- Ability to understand more complicated written instruction, Memoranda and policy statements.
- ICD 10 revision and international classification of Disease WHO
- CPT Surgery and procedure coding knowledge
- Open & Close audit According NABH Standards
- Assisted Operations department during NABH Audits



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Address :

Mr. Shialendra Stifan

SEJA Post Seja Teh. Amarwara

Dist Chhindwara Madhya Pradesh India

Mobile No. 7067306702

Skills

Electronic Medical Records, Good Knowledge in Medical Term, CPT and ICD-10 Coding as WHO guideline

Hobbies

Playing Cricket, Watching Cricket, Reading Books
Reading motivational books, Story's and Bible, singing
and playing musical in strum

Languages

English | Professional working proficiency

Hindi, English | Full professional proficiency

Referee

1. Dr ANIKET THOKE

(SCCH CBCC USA)

Education

2017 To 2019

Diploma in Medical Records Technology, Christian Medical Association of India

2016 MP Board

Higher Secondary School certificate Examination - Govt boys school Amarwara Dist Chhindwara MP

2014 MP Board

Secondary School Certificate Examination - Gurukul Vidhya Niketan Amarwara Dist Chhindwara MP

Experience

02/09/2022-

CURRENTLY WORKING IN BADERIA METRO PRIME MULTISPESILITY HOSPITAL AND GOLDEN HEART HOSPITAL JABALPUR MP (ASST.MANAGER)

20/08/2021 TO 31/08/2022

Medical Records Sr. Executive, (Apollo Hospitals Indore MP)in Apollo Hospitals Indore (MP)

- Knowledge of the technical areas of a Medical Record Department including the inpatients and outpatient processing and analysis.
- ICD 10 revision and international classification of Disease WHO
- CPT Surgery and procedure coding knowledge
- Maintain MLC Records
- Basic computers knowledge
- Knowledge of GOVT Reporting monthly data.
- Scanning knowledge According Apollo Hospitals, Software
- Open & Close audit According NABH Standards & 360 degree audit
- Assisted Operations department during NABH and Audits
- Completion of In-Patient files and Record
- Counseling and assistance to patients and attendants
- Act as a one-point contact between patient/ attendants and hospital
- Coordinate with MRD department for Data analysis.

Key points of Medical Records Department

Handling Medico Legal Cases and Police notice, Attending court summon as per requirement, Co-ordination with medical and non-medical department, Maintaining Birth /Death Records, Verifying all out patients files after completing formalities, In case of any deficiencies, to contact the concerned department for rectification, Follow up the receipt of in- patient census from nursing Co-coordinator, check up for the correctness of entries, admission, discharge, transfer in, transfer out, death and census, Monitoring E-MRD system on monthly basis.

Medical Records Executive Sanjeevani CBCC USA Cancer Hospital Raipur C.G 2019 to 2021

- Thorough Knowledge of requirement of NABH accreditations
- Knowledge of the technical areas of a Medical Record Department including the inpatients and outpatient processing and analysis.
- ICD 10 revision and international classification of Disease WHO
- Basic computers knowledge
- Scanning knowledge
- Assisted Operations department during NABH Audits
- Completion of In-Patient files and Record
- Counseling and assistance to patients and attendants
- Act as a one-point contact between patient/ attendants and hospital
- Reporting cause of death to the CMO
- Good Knowledge of ICMR Specimen referral from for covid-19
- Good Knowledge of data entry service

Medical Records Technician, (Padhar Hospital Betul)

- Knowledge of the technical areas of a Medical Record Department including the inpatients and outpatient processing and analysis.
- Receiving complete discharge records from various wards.
- Collection of discharge records and assembling in standard chronological order.
- Good knowledge of medical terminology
- Good knowledge of active audit files checklist
- ICD 10 revision and international classification of Disease WHO
- CPT Surgery and procedure coding knowledge
- Maintain records according to NABH
- Online civil registration birth & death GOVT portal reporting
- Making hospital statistics (census OPD & IPD death & birth)
- Maintain MLC records
- MLC case handle of following court laws.
- Basic computers knowledge
- Scanning knowledge
- Assisted Operations department during NABH Audit
- Counseling and assistance to patients and attendants
- Act as a one-point contact between patient/ attendants and hospital
- Coordinate with all department for Data analysis.

Computer Skill: -

- Internet
- MS-Office, Word, Excel, And Power Point
- Knowledge Med-Mantra Software

Training Program: -

- Medico Legal training knowledge, for Doctors and Clinical staff.
- Medical Record Documentation training for all clinical staff
- Knowledge of MRD training clinical staff

Personal Dossier:

- Date of Birth 30-11-1996
- Father Name Mr. Suleman Stifan
- Mother Name Mrs. Sandhya Stifan
- Marital Status: Single
- Languages Known: Hindi, English,
- Address: Mr. Shailendra Stifan
- SEJA Post SEJA TEH - AMARWARA DIST - CHHINDWARA MADHYA PRADESH INDIA .

Declaration: -

I sincerely declare that the facts provided in this resume are true and correct to the best of my knowledge. I hereby confirm that all the details furnished above are authentic and accurate to the best of my belief.

Date:
Place

Mr.Shailendra Stifan