

RESUME

Sandeep Yadav

Personal Details

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Career Objective

To Work with a growth oriented organization which gives opportunities to utilize my knowledge and skill to optimum in tandem with the company goal.

Experience:

- Currently Working in Kanishk Surgical & Super Specialty Hospital Dehradun as MRD In- Charge (NABH Hospital)
- 2 year Experience in Medicity Hospital Rudrapur as a MRD In- charge. (NABH Hospital)
- 1 Year Experience in Brijlal Hospital Haldwani as a MRD Executive (NABH Hospital)
- 1 year Experience in Krishna Hospital Research Center Haldwani as MRD Executive.(NABH Hospital)

Job Responsibility

- Receiving of all registered files within stipulated time.
- ICD-10 coding & record maintenance
- Information Of Communicable Disease E.G Dengue, HIV, malaria etc to CMO by mail
- Information to MS/HOD regarding non receipt/ delay of IPD files
- Looking after MLC cases formalities, insurance related documentation of medical bill reimbursement verification with proper filling and record
- File tracer register entry and set up proper place
- MRD quality indicator maintains.
- IPD and OPD patients file maintain and documentation.
- Establish, organize and manage medical record department with appropriate systems to provide an effective service in the hospital

- To policies and procedures relating to the MRD in accordance with the Health Directorate.
- To review the medical records of outpatients, inpatients and emergency patients to ensure that they include all important documents and patient information.
- To cooperate with the medical, nursing and other staff in completing patient medical records.
- To prepare and maintain medical reports, and medical certificates, death registers and to notify concerned authorities in duly completing the required procedures.
- To prepare monthly statistical reports concerning the hospital activities carried out, and to submit to concerned authorities any suggestions for improvements.
- To observe professional ethics and to protect the confidentiality of information from authorized person; to keep medico legal records under safe custody and to attend court whenever required.
- Maintain the staff duty roaster.
- To select appropriate personnel for the MRD and train them for performing their jobs efficiently.
- To supply patient files in accordance with the established procedures for medical care, medical education, medical training, medical care evaluation management, and legal purposes.
- To cooperate with the medical, nursing, head of departments, patients, health agencies, other hospitals, and legal authorities for smooth and efficient functioning of the hospital in general and of the medical record department in particular.
- To supervise the work of MRD staff.
- To carry out other duties and functions related to Medical Record Services as instructed by the immediate chief.

Academic Education

- Graduation Completed from M.J.P University.
- 12th Passed from U.P Board.
- 10th Passed from U.P Board.

Technical Skill

- Basic computer skill
- Billing IPD and OPD both.
- ESIC and TPA

Hobbies and Interests

- Listening to music
- Reading Books
- Human Anatomy & Physiology

Date: 07/10/2021

Signature: Sandeep Yadav