

CURRICULUM VITAE

Pooja Kamari Kanojia

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Career Objective

As a hard Working Person, I am Looking Forward to reach an eminence by exploring my Knowledge and Skills & contribute efficiently towards the organization having excellent work environment so that I may explore and better utilize my Capabilities.

Academics Education

- Done High School ICSE Board in 2012.**
- Done Senior Secondary from NIOS Board in 2014.**
- Done B.Com from DAV PG College in 2017.**
- MHA from Sai Group of Institute Batch 2019-2021.**

Professional Education

- Done entry level NABH Implementation (1ST Edition) certificate by ACME Consulting.**

Experience

- **3 Years' Experience in Max Hospital as a MRD (General Duty Assistant) From 2015.**
- **4 years' Experience in Drishti Eye Institute as a MRD Executive.**
- **Currently working as a Medical Records Officer at Kanishk Super specialty Hospital.**

Working Experience in MRD

- **Supervise and observe the functioning of the medical records office.**
- **Maintains statistical Reports (Daily /Monthly/Yearly) of Admissions, Discharges etc.**
- **Reporting of communicable diseases to health and government authorities.**
- **Release of Medical information to patient/concerned authorities with prior permission**
- **Supporting to TPA or client for the reimbursement process.**
- **Doing medical coding for police cases and expired cases with particular attention (as per ICD-10 revision)**
- **Attending NABH training sessions and assist the team in implementing quality procedures for the medical records office.**
- **Co-ordinate with medical administration, central stores and with vendor in shredding and dispatching procedure.**
- **Produce required records as per court of law.**
- **Find out the reason for 'in-complete' and 'missing files'**
- **Ensure confidentiality of patient information and abide by hospital Norms.**

Personal Details

- **Name** : Pooja Kamari Kanojia
- **Husband's Name** : Mr. Ankush Kumar
- **Date Of Birth** : 27-May-1995
- **Gender** : Female
- **Marital Status** : Married
- **Languages Known** : Hindi and English

Declaration:-

I hereby declare that the above mention information is correct to the best of my Knowledge and Belief.

Date

(POOJA)