

To,
The Head – HR



Dear Sir/Madam,

I am writing to express my interest in the Medical Records Department for the post of Head / Sr. Manager Position to your esteemed organization. With over **15 + years of experience** in medical records management and a proven track record of leading teams to optimize efficiency and ensure compliances, I am confident in my ability to contribute effectively to your team.

In my current role as **Manager – MRD at Medanta Hospital Lucknow**, I have been responsible for overseeing the management of extensive medical records, implementing best practices for record-keeping, and ensuring adherence to MCI, NABH & JCI regulations. My role involves not only managing a team of 8 staff but also working closely with healthcare professionals to streamline processes and improve patient data management.

My educational background is **Diploma in Medical Records, MBA in Hospital Management and Diploma in Computer Application**, have provided me with a strong foundation in medical records management and healthcare regulations. I am also well-versed in **ICD Coding, Government reporting, Electronic Medical Records, Medical Records Audit, Legal cases and documentation, reporting to health authorities and Microsoft office**, which I believe will be valuable in managing and modernizing your medical records system.

I am eager to bring my skills in leadership and record management to contribute to your mission and support your organization's goals.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and certifications align with the needs of your team. Please feel free to contact me at **9784162327** or via email at mrd.thri@gmail.com to schedule an interview.

Please see my detailed CV for experiences, education and complete job profile in the next pages.

Sincerely,

Laxmi Narayan
Head – MRD
Medanta Hospital, Lucknow

Curriculum Vitae

Mr. Laxmi Narayan

Experience: 15+ Years

Position Applied For: Senior Manager / Head - MRD

Contact: +91 9784162327, +91 9174000354

Email: mrd.thri@gmail.com

Education: MBA Hospital Management and **Diploma** in Medical Records

Career Objective: -

Dynamic and detail-oriented professional with extensive experience in medical records management, seeking to leverage my expertise as a Head / Sr. Manager of Medical Records. Committed to enhancing organizational efficiency, ensuring compliance with regulatory standards, and implementing innovative strategies for data management and patient confidentiality. Adept at leading multidisciplinary teams, optimizing workflows, and driving continuous improvement in medical records operations. Eager to contribute to your esteemed organization by delivering high-quality, accurate, and secure medical record services that support optimal patient care and operational excellence.

Professional Qualifications

- **MBA Hospital Management** - EIILM University, Sikkim (2012)
- **Diploma in Medical Records Technology (DMRT)** - Vishwakarma University, Delhi (2013)
- **Diploma in Computer Software Technology**, JRN University, Udaipur (2006)

Academic Qualifications

- **Secondary Education** - Board of Secondary Education, Ajmer (2002)
- **Sr. Secondary Education** - Board of Secondary Education, Ajmer (2004)
- **Bachelor of Arts (B.A.)** - University of Rajasthan, Jaipur (2007)

Trainings, Certifications & Activities

- Basic Life Support Training.
- Fire and Safety Training
- NABH Champion Certificate for assistance in NABH accreditation at Medipulse Hospital, Jodhpur.
- Radiation safety training, POSH training.

Technical Skills

- ICD-10 CM & PCS (ICD-10, Tenth Revision, volume-3).
- MS Office, Outlook.

Committees Membership at Medanta Lucknow

- Member - Competent Authority Committee (Organ Transplant) - Kidney & Liver Transplant.
- Member - Quality Assurance Committee.
- Convenor – Medical Records Committee.

Expertise in setting up a medical records department.

- Established the MRD department at Cocoon Hospital Jaipur (Luxury Child Care Centre), Rajasthan.
- Established the MRD department at Eternal Heart Care Centre (EHCC) Jaipur (300 bedded), Rajasthan.
- Established the MRD department at Medipulse Hospital Jodhpur (350 bedded), Rajasthan.
- Established the MRD department at Medanta Hospital Lucknow (1000 bedded), Uttar Pradesh.

Working Experience (15+ Years)

- **Medanta Hospital**, Lucknow, Uttar Pradesh - **Manager** – MRD (Nov 2019 to present)
- **Medeor Hospital**, Manesar, Haryana - **Manager** – MRD (Dec 2017 to Nov 2019).
- **Medanta Hospital**, Indore, Madhya Pradesh - **Senior Executive** – MRD (Mar 2016 to Dec 2017).
- **Manipal Hospital**, Jaipur, Rajasthan - **Technical Supervisor** – MRD (May 2015 to Mar 2016).
- **Medipulse Hospital**, Jodhpur, Rajasthan - **Officer** – MRD (Apr 2014 to May 2015).
- **EHCC Hospital**, Jaipur, Rajasthan - **Senior Executive** – MRD (Jul 2013 to Apr 2014).
- **Cocoon Hospital**, Jaipur, Rajasthan - **Executive MRD** (Jul 2012 to Mar 2013).
- **Tagore Hospital**, Jaipur, Rajasthan - **Technician MRD** (Nov 2010 to Jun 2012).
- **Fortis Escort Hospital**, Jaipur, Rajasthan - **Computer Operator** - MRD (Nov 2009 to Nov 2010).

Job Description and Responsibilities

Reporting to Health Authorities

- Reporting Malaria, Dengue, influenza-A H1N1, and COVID-19 to the Chief Medical and Health Officer.
- Reporting communicable & non-communicable diseases to DHS/IDSP.
- Immediate reporting of notifiable diseases to the control room of the Chief Medical and Health Officer.
- Morbidity/Mortality Statistics to DHS annually or as required.
- Birth, death, and stillbirth registration reporting to the registrar death & birth.
- MTP & PNDT Monthly Reporting to the CM & HO office.
- Online reporting on government portals like HMIS, IHIP, and CRS.
- Aadhar-linked birth registration of new-borns

Quality Indicators of Medical Records

- Documented care plans signed by clinicians.
- Mortality rates (Gross & Net).
- Proportional maternal and infant mortality rates.
- Bed occupancy rate.
- Average length of stay.
- Incomplete or improper consent in medical records.
- Missing or improperly codified records.

Hospital Performance Indicators

- Monthly Cath Lab procedures and surgeries.
- Bed turnover rate.
- Specialty-wise ALOS, admissions, discharges, OPD visits.
- Quarterly trend analysis on hospital performance indicators.
- Biannual medical record bulletin on performance indicators.

Managerial Tasks

- Monthly MRD staff training.
- Staff appraisals and performance reviews.
- Documentation training for new staff.
- Assisting other departments in documentation storage and record keeping.
- Form and format revisions.
- Government reporting correspondence.
- Manpower and resource utilization.

Other Responsibilities

- Participating in Medical Records Committee, Medical Audit Committee, Mortality Review Committee, and Quality Assurance Committees.
- Developing and evaluating clinical records.
- Designing and revising forms and formats.
- Medical records preservation and disease coding.
- Developing statistics and daily census.
- Cooperating with other departments regarding records.
- Assisting in issuing insurance, medico-legal, and other certificates.
- Ensuring completeness of patient charts.
- Preparing and displaying hospital and departmental statistics.
- Training of staff on MRD documentation, processes, protocols, and policies.
- Assisting in NABH and JCI accreditation and re-accreditation assessments.

Workshops/Conferences Attended

- Medical Certification of Cause of Death Quality Assessment Workshop (July 2022) by Tata Memorial Centre.
- 21st Annual National Medical Records Conference (March 2022) at AIIMS, Raipur.

Strengths

- Working Experience in various Indian states (Rajasthan, Madhya Pradesh, Haryana, Uttar Pradesh)
- NABH assessment and re-accreditation expertise.
- MRD department establishment in multiple hospitals.
- Calm nature, sincerity, hard work, regularity, and punctuality.

Hobbies

- Yoga, morning walks, and listening music

Personal Details

Name	:	Laxmi Narayan
Date of Birth	:	July 10, 1985
Gender	:	Male
Marital Status	:	Married
Father's Name	:	Late Mr. Ram Niwas
Mother's Name	:	Late Mrs. Murti Devi
Spouse's Name	:	Ms. Rajni Singh
Address 1	:	1175, Sector-8, Faridabad, Haryana
Address 2	:	H. No. 28B, Okay plus Exotica Greens, Ansal Sushant City 1, Kalwar Road, Jaipur, Rajasthan
Nationality	:	Indian
Languages Known	:	Hindi, English

I hereby certify that all the information provided above is true and correct to the best of my knowledge. Any false or misleading information provided in this Curriculum Vitae or any other documents may result in the employment being terminated.

Thank & Warm Regards,

Laxmi Narayan
Manager – MRD
Medanta Hospital, Lucknow