

CURRICULUM VITAE

**Dhiraj Kumar
(D.K.Bhatt)**

MEDICAL RECORD DEPARTMENT (MRD)

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PERMANENT ADDRESS:

S/O SRI TRILOKI PRASAD RAY
SUNDER BAGH COLONY
MALIGHAT CHOWK
MUZAFFARPUR (BIHAR)
PIN- 842001

CAREER OBJECTIVE

To work in an organization where hard work, punctuality and honesty to word the motto
Where I can use my capabilities and talent for the benefit of the organization as well as for my own growth

PERSONAL ATTRIBUTES

A person oriented with a capacity for hard work, with positive thinking & a high level of integrity, a self motivated, dedicated person with a attitude & Ability to observe confidently & quickly in a case, honestly and trustworthy.

PROFESSIONAL QUALIFICATION

- Two years Diploma in Medical record department (DMRT) from Global institute of medical science, Baroda, Gujarat.
- ADCA one year from MIIT computer centre Bihar.

EXPERIENCE

- MRD ASSISTANT in Children Institute of Medical Science & Technology (Maha Mritunjai Hospital) Azamgarh, (UTTAR PRADESH) from **26/02/2007 to 10/04/2009**.
- MEDICAL RECORD DEPARTMENT (MRD) INCHARGE in **NARAYAN MEDICAL COLLEGE& HOSPITAL, JAMUHAR, SASARAM,(GOPAL NARAYAN SINGH UNIVERSITY) ROHTAS** Bihar from **18/04/2009 to 07/08/2024**.
- Medical Record Officer (MRO) at **Radha devi Jogeshwari Memorial Medical College & Hospital (RDJMMCH) Turki, Muzaffarpur, Bihar** from **19/08/2024 to till date**.

ACADEMIC QUALIFICATION

- **Higher Secondary**– from C.B.S.E. Board in 2005.
- **Senior Secondary** –from B.I.E.B Board in 2007.

KNOWLEDGE IN MEDICAL RECORD DEPARTMENT

- Management and organized a good Medical Record
- IPD patients file maintenance & documentation
- ICD coding with panicle and record maintenance in Computer
- Solving patient's problems on routine basis like insurance policy form fill and related documentation , medical certificate, fitness certificate and other types of patient related certificate
- Medical Record completion and to check the deficiency in the records
- Filing and numbering of case sheet, assembling of the case sheets
- Computer software with package for IPD and OPD
- Court Summons completion of formalities
- Hospital statistics, its analysis collection, and Interpretation of hospital statistics
- Medico Legal Case (MLC) Record and its maintenance, online registration Birth & Death on government portal and other important registers.
- Maintaining privacy of medical record department
- Prepares different types of report, data and other mortality and morbidity .
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PERSONAL DETAILS

NAME	-	DHIRAJ KUMAR (D.K.BHATT)
FATHER'S NAME	-	SRI TRILOKI PRASAD RAY
DATE OF BIRTH	-	05/06/1989
SEX	-	MALE
NATIONALITY	-	INDIAN
RELIGION	-	HINDU

LANGUAGE - HINDI& ENGLISH

MARTIAL STATUS - MARRIED

If you give chance to work in your esteemed organization I shall perform my duties, sincerely and to the best of my abilities.

DATE-
(*DHIRAJ KUMAR*)
PLACE-

Your faithfully