

CURRICULUM VITAE

APPLY FOR THE POST OF MEDICAL RECORD MANAGER



SIR,

I have to know through some Reliable source that the above mentioned post is lying vacant under your kind control. I offer my candidature for the same. My education qualification and other particular are given below.

Dillip Kumar Behera

Mobile: 08763631205 ,8130943205

Email: dillip.kumar.behera1983@gmail.com

HIGHLIGHTS OF CAREER

Work Experience in MRD = 14+ Years

- 01:- Presently work in Kailash Hospital & Neuro Institute ,Noida .Sec-71, Full Time (Medical Record Officer) and Flores Hospital.MRD Manager
- 02:- Flores Hospital. Ghaziabad, Uttar Pradesh (MRD. MANAGER)
- 03:- AMRI Hospital, PVT, LTD, Bhubaneswar.Odisha (MRD .ASST.MANAGER)
- 04:- **Shanti Memorial Hospital** ,Pattnaik Colony, Thoria Sahi, Cuttack, Odisha (SR.TECHNICIAN)
- 05:- MGS Super Speciality hosp(Punjabi Bagh New Delhi-26 (SR. TECHNICIAN)
- 06:- Rockland Hospital (Manesar, Haryana (EXECUTIVE)
- 07:- Base hospital (Army) delhi cantt-10 (STATE-1 INCHARGE)

EDUCATION PROFILE

- 1. 12th “Passed From COUNCIL OF HIGHER SECONDARY EDUCATION 2001 OF KANDAKHAI COLLEGE OF SCIENCE AND ARTS
- 2. B.sc Passed From UTKAL UNIVERSITY 2004 OF KANDAKHAI COLLEGE OF SCIENCE AND ARTS.

PROFESSIONAL QUALIFICATION

- 1.Two Year Diploma course “Medical Record Technology” at Model School of Paramedical Science, Ghaziabad, U.P.2013
- 2.Basic Knowledge of Computer Application (Ms-Office, Excel, Word, Power point etc.)

JOB RESPONSIBILITIES/SUPERVISION

- Established and handle all the functions of Medical records Department.
- Prepare Complete Statistics (Doctor & depts. wise) Of the Hospital Both Outdoor & Indoor.
- Supervise & Maintain the Patient’s Indoor/Outdoors Records & Special care with protection of fatal/legal records.
- Deals with TPA, Med claim & LIC Cases.
- Coding the disease as per International Classifications of Diseases 10 and 11th revised edition.
- Handle all Medico-Legal Cases.
- Morbid and Mortality file Audit and review.
- Handle all court (MACT & Consumer court) cases.

- Statutory Compliance : -
 - 01- Supervise and submit Birth & Death forms=(online)
 - 02- Supervise and submit Cataract report, infectious, IDSP & communicable diseases report.=(by mail)
 - 03- Submit MTP & PNDT report with other information required by the govt. /court of law. (off line)
 - 04- COVID DATA MANAGEMENT including Dengue=(online)
 - 05- consumption of `remdesivir injection purchased and procured=(By mail)
 - 06- Mucormycosis cases daily reporting= (By mail)
 - 07- SARI & ILI = (on line)
 - 08- IHIP PORTAL (P form)=(online)
 - 09- IHIP PORTAL (L form)=(online)
- Fulfill The Patient's Requirements after discharge.
- Design the different Type of forms required in the various departments related with MRD.
- Issue of Medical and fitness certificate as for doctor advice .
- Issue of blood and ambulance certificate as for patient's bill clame
- Good coordination with patient files scanning vender.
- MIS Prepare before sending patient file scanning to vender.
- Old patient's files destruction as per hospital rule (2005/2006)
- Managing before 01 years medical record for NABH procedure
- Co-Relate all MRD staff & Other between departments.

PERSONAL STRENGTH

- Confident, hard worker
- Self discipline
- Creative
- Energetic
- Ready to face challenges

DECLARATION:-

I HEREBY DECLARE THAT ALL THE INFORMATION GIVEN IN MY CURRICULUM VITAE IS TRUE TO BEST OF MY BELIFE AND KNOWLEDGE.

(DILLIP KUMAR BEHERA).