

CURRICULUM VITAE



Suman Kumar Singh

Permanent Address

Mr. Suman Kumar Singh
H. No.609, Sector No. 6,
C.L.K. Nagar (Bari Bagia),
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Office Address

Mr. Suman Kumar Singh
Manager - Medical Records
BALCO Medical Center (V.M.R.F)
Sector 36, Naya Raipur
Chhattisgarh, India.
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E-Mail ID: incrediblesuman@gmail.com

LinkedIn Address: <https://www.linkedin.com/in/suman-kumar-singh-b0913a11/>

PROFESSIONAL OBJECTIVE:

- Aims to achieve professional excellence with intellectual abilities that gives scope to apply knowledge and skills in comprehensive Patient Medical Records Management that dynamically works toward complete growth of the organization.

CAREER OBJECTIVE:

- Offering my candidature for Medical Records Manager/Officer/HOD in your esteemed organization, which will enable me to apply my education skills and contribute constructively towards the efforts of your organization in completing specific work in a timely and cost effective manner.

PERSONAL DETAILS:

- Name : Suman Kumar Singh
- Date of Birth : 08 December 1980
- Gender : Male.
- Marital Status : Married.
- Language known : Hindi & English.

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EDUCATIONAL QUALIFICATION:

QUALIFICATIONS	Board/University	Year
High School (10 th)	UP Board, Uttar Pradesh	1996
Intermediate (10+2)	UP Board, Uttar Pradesh	1998
B.Sc. (Biology)	University of Allahabad, Uttar Pradesh	2002
M.Sc. (Biochemistry)	University of Allahabad, Uttar Pradesh	2004
Certificate in Medical Records Management	Manipal University, Karnataka	2014
Certificate in Medical Coding & Billing	Manipal University, Karnataka	2014
PG Diploma Hospital Administration	Apollo Health Education RF	2019
Certificate in Healthcare Informatics	Apollo Health Education RF	2020
Certificate in Medical Law	Apollo Health Education RF	2023
The Data Science of Healthcare, Medicine, and Public Health	LinkedIn Learning	2023
Post Graduate Diploma in Medical Records Technology	Institute of Good Manufacturing Practices India (IGMPI), New Delhi	2025
Digital Health Foundation Course (DHFC)	National Accreditation Board for Hospitals & Healthcare (NABH)	2025

PROFESSIONAL EXPERIENCE:

- Worked as Medical Transcriptionist in AKSWorldwide, Allahabad from August 2004 to July 2007.
- Worked as Medical Transcriptionist in Interpro Global Pvt. Ltd., Chennai from January 2007 to December 2008.
- Worked as Medical Transcriptionist in Heartland Information Services, Bangalore from January 2009 to October 2009.
- Worked as Medical Transcriptionist in MModal, Hyderabad from November 2009 to November 2011.
- Worked as Medical Language Specialist in Nuance Transcription Services, Bangalore from May 2013 to June 2015.
- **Worked as Medical Records Supervisor/In-charge in a 100 bedded Columbia Asia Hospitals Pvt. Ltd, Pune from July 06, 2015 to March 3, 2018.**
- **Currently working as Manager- Medical Records Department a 170-bedded BALCO Medical Center, a Cancer Hospital from March 05, 2018 till date. Completed 7 years in March 25 and continuing.**

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MEMBERSHIP & CERTIFICATIONS:

- Member of HIMA India (Health Information Management Association of India).
- Attended seminar on Management Development Program on Medical Records by Six Sigma Star Healthcare Pvt. Ltd. New Delhi in February 2019.
- Attended training session on MCD conducted by MaHIMA and SBHIVS, Pune in May 2017.
- Attended CME session on SNOMED – CT conducted by AIIMS, Raipur in January 2020.
- Attended Annual National Conference “MEDRECON – 2022” organized in AIIMS, Raipur.
- Attended “Virtual workshop-15th Annual short course in Clinical Research Methodology” organized by Clinical Research Secretariat & Department of Atomic Energy – Clinical Trial Centre, Tata Memorial Centre, Mumbai in October 23.
- Attended CQE Series by CAHO on Clinical Documentation and Clinical Implication in Feb 23.
- Attended as delegate in Basic Course – GCP 2023 organized by Clinical Research Secretariat & Department of Atomic energy – Clinical Trial Centre, Tata Memorial Centre, Mumbai in May 23.
- NABH Digital Health Foundation Course Certification (DHFC) from **National Accreditation Board for Hospitals & Healthcare (NABH)** In May 2025.

REFERENCES:

Col. Dr. Sunil Rao

Group COO and Director Medical Services

Sahyadri Hospitals, Pune

Mob: - +91 - 9372688883

Dr. Jyoti Shah.

Ex - Chief of Medical Services,

Columbia Asia Hospital, Pune (Now k/a – Manipal Hospitals), Pune

Nyati Empire, Kharadi, Pune, Maharashtra

Mobile: - +91-9422305413

Prof. (Dr.) Rajesh Kumar Sinha.

Dean - Sciences, **Chandigarh University,**

Unnao, U.P.

Mobile:- +91-9880352090

DECLARATION

I do hereby declare that all the information given above are true and correct and to the best of knowledge and belief.

Place: Raipur (Chhattisgarh)

Suman Kumar Singh