

K. SAKTHIVEL, B.A(Eco), B.M.R.Sc.,
Medical Records / Health Information Management Professional

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🌐 Nationality: Indian | Gender: Male | Date of Birth: 04-05-1967



PROFESSIONAL SUMMARY

Highly accomplished **Medical Records / Health Information Management Professional** with **32+ years of experience** in leading hospitals across **India and UAE**. Proven expertise in **Medical Records Department (MRD) setup, administration, EMR & manual records, accreditation standards (JCI & NABH), medical coding, legal compliance, and statistical reporting**. Strong leadership, organizational, and analytical skills with a commitment to quality and regulatory excellence.

SCOPE OF EXPERTISE

- Establishing, organizing, and controlling Medical Records Departments
- Electronic Medical Records (EMR) & Manual Record Systems
- Medical Coding: **ICD-10 & ICD-9-CM**
- Online Birth, Death & Infectious Disease Notification Systems
- Data Analysis & Statistical Reporting for Top Management
- Legal Compliance & Medical Record Retention Standards
- Policy, Process & Protocol Development
- Accreditation Readiness: **JCI & NABH**

PROFESSIONAL EXPERIENCE

Medical Records Officer

Aarupadai Veedu Medical College & Hospital, Puducherry, India
16 July 2025 – Present

Medical Records Manager

Sri Ramakrishna Hospital, Coimbatore, Tamil Nadu, India
August 2013 – 30 April 2025

Medical Records Officer

Sri Lakshminarayana Institute of Medical Sciences, Puducherry, India
January 2013 – June 2013

Medical Records Officer

Mahatma Gandhi Medical College & Research Institute, Puducherry, India
August 2010 – December 2012

Medical Records Manager

RAK Hospital, Ras Al Khaimah, UAE (JCI Accredited)
March 2007 – May 2010

Medical Records Officer

Mahatma Gandhi Medical College & Research Institute, Puducherry, India
November 2004 – March 2007

Medical Records Officer

Belhoul Specialty (Apollo) Hospital, Dubai, UAE
August 2002 – July 2004

In-Charge – Medical Records

Apollo Specialty Hospital (ISO 9001), Chennai, India
September 1993 – July 2002

Clerk – Medical Records

Apollo Hospital Enterprise Limited, Greems Road, Chennai, India
March 1991 – August 1993

EDUCATIONAL QUALIFICATIONS

- **Bachelor of Medical Records Science (B.M.R.Sc.)**
University of Pondicherry, India
(Recognized by Director General of Health Services, New Delhi)
- **Medical Records Technician (M.R.T.)**
JIPMER Hospital, Puducherry, India
(Recognized by Director General of Health Services, New Delhi)
- **Bachelor of Arts (B.A. – Economics)**
University of Madras, India

ACHIEVEMENTS & MRD SETUP EXPERIENCE

Successfully established and organized Medical Records Departments in:

- Apollo Specialty Hospital, Chennai
- Apollo Hospitals, Tondiarpet, Chennai
- Apollo Hospitals, Bilaspur, Chhattisgarh
- Belhoul Specialty Hospital, Dubai, UAE
- RAK Hospital, Ras Al Khaimah, UAE (JCI Accredited)

- Mahatma Gandhi Medical College & Research Institute, Puducherry
- Sri Ramakrishna Hospital, Coimbatore (NABH Accredited)

TRAINING & PROFESSIONAL DEVELOPMENT

Institution	Program	Duration
Sri Ramakrishna Hospital, Coimbatore	NABH Internal Auditor & Accreditation	5 Years
RAK Hospital, Ras Al Khaimah, UAE	JCI Accreditation Participation	1 Year
Regional Cancer Centre, Trivandrum, Kerala	Cancer Registry Training (WHO)	13 Days
Health Records Association of India (HERAI)	National Medical Records Conference (MEDRECON)	1999 – 2024

TECHNICAL SKILLS

- MS Office Package
- Hospital Information Management Systems (HIMS)
- Internet & Email Communication
- Statistical & MIS Reporting Tools

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge. If given an opportunity, I will perform my duties with utmost dedication and professionalism.

Place: Puducherry

Signature:

(K. Sakthivel)