

CURRICULUM- VITAE

NITESH KUMAR SRIVASTAVA

Varanasi, Uttar Pradesh

✉ Email: nitesh.hims@gmail.com ☎ : 9936-473-440

Father Name: — Ashok Kr Srivastava
Nationality: — Indian
Religion: — Hindu
Domicile: — Varanasi, UP
Marital Status: — Married
DOB: — 14-10-1992
Language known: — Hindi, English & Bengali.

Profile

Dedicated Medical Record Professional with 10+ years of experience in Medical records management. Significant understanding of medical record privacy regulations & practices. Experienced in maintaining and retrieving medical records; medical terminology; expert in entering and extracting patients' data & knowledge of computer.

Skilled in the preparation and maintenance of medical and statistical reports in line with the medical and institutional requirements.

Skilled in reviewing the patient records and pathology reports and assigning codes for the diagnosis and treatment of different diseases; a detailed oriented individual who works well independently and collaboratively; knowledge of medical terminology.

Skill

- Computer Literate: proficiency in MS word, MS excel, Power point, Tally.
- Maintain the MRD work as per National Medical Commission of India guidelines.
- Proficiency in ICD Code procedure according to WHO for different medical provisional & final diagnosis.
- Proficiency to maintain the statistical data for hospital as per National Medical Commission of India.
- Handle all the Inspections of National Medical Commission of India & other agencies.

Education

CURRICULUM- VITAE

- Matriculation.
- Intermediate.
- Bachelor degree in Commerce.
- Diploma in Medical Records & Health Information Management.
- Post Graduate Diploma in Public Health Management.
- Certification in Health Care Quality Management.
- Certification in Business Excellence for Healthcare Professional.
- Certification Program in Digital Health Standards.
- Advance Diploma in Computer Application.

Professional Training

- Medical Records Information Management Training from Central Bureau of Health Intelligence, DGHS, Ministry of Health & Family Welfare, Govt. of India.
- ICD-10 & ICF Training from Central Bureau of Health Intelligence, DGHS, Ministry of Health & Family Welfare, Govt. of India.
- Hospital Information Management Training from Central Bureau of Health Intelligence, DGHS, Ministry of Health & Family Welfare, Govt. of India.
- Medical Record Management as per NABH Standards Training from Healthbridge Network Pvt Ltd.
- Online Workshop on Clinical Audit from Consortium of Accredited Healthcare Organizations (CAHO).

Experience

- From year 2014 to till current date working at Heritage Institute of Medical Sciences as AMRO cum OIC in Medical Records Department.

Interpersonal skills

- Highly developed interpersonal skills with an ability to work with multicultural and multidisciplinary teams.
- Good analytical and problem solving skills.
- Self-confident and hardworking nature.
- Ability to work both independently and as a team player.

Declaration:

All The Information Mentioned in the Curriculum-Vitae is Correct to the Best of My Knowledge and Believe.

NITESH KUMAR SRIVASTAVA