



SHIVDEEP SHARMA

PERSONAL PROFILE

Diligent professional with 9+ years of experience in the medical industries. Excellent in maintaining Physical & electronic medical records (EHR) databases and analyze electronic data.

AREAS OF EXPERTISE

- Medical records
- Medical Records Indexing
- Manage patients health information
- COVID-19 records updating in Government portal
- Medical records review for compliance with regulations

EDUCATION HISTORY

BACHOLER OF SCIENCE

Indra Gandhi Open University,
India | 2015

- BSC. in Medical Records & health information technology(BMRHIT).

COURSE &
CERTIFICATIONS

- NSEIT-UIDAI



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WORK EXPERIENCE

MEDICAL RECORD OFFICER

Noble Heart & super specialty Hospital -Rohtak-Haryana | July 2023 - Nov-2025. (NABH 6th Edition)

- Updation of Patient healthcare records
- Maintain Birth & Death records in the CRS Portal
- Medical record review for compliance with regulations
- Process patient admission and discharge documentation.
- Audit records for accuracy
- Prepare monthly and weekly infectious notifications Report
- Online Submission of forms to RMC for intimating death & birth occurs in Hospital.
- Represent in respect of all Medico-Legal Cases in the Court

MEDICAL RECORD OFFICER

**All is well Hospital- Buhranpur-M.P | Oct-22 - May-23
NABH 6th Edition)**

- Maintained all Patient records by indexing.
- Issue Reference Slip to Attendants for Collecting Death & Birth Certificate.
- Worked in collaboration with the Director, Quality manager, Nursing Staff .
- Handled Medico-Legal Cases and submitting the claims forms.
- Online Submission of forms to BMC for intimating death & birth occurs in Hospital.
- Maintain daily and monthly and yearly reports. Coding of Disease as per W.H.O. ICD-10 Basic Knowledge for Medical coder.
- Prepare reports for Government Authorities.

ACHIEVEMENTS & PARTICIPATIONS

- 21st Annual National Medical Record Conference on Medical Records as Faculty/ Paper Presenter/Delegate / Organizer/ Sponsor in Med-recon held on 1th and 12th March 2022 organized by AIIMS/Health Informatics and Health Information Management (HIIM), Chhattisgarh State,City- Raipur with Health Records Association Of India & CBHI / HERAI-IC and MoHFW Govt of India.
- 20th Annual National Health Information Management Conference on Medical Records as Faculty/ Paper Presenter/ Delegate / Organizer/ Sponsor in Med-recon held on 07th and 08th Feb 2020 organized by Health Informatics and Health Information Management (HIIM), Kerala State with Health Records Association Of India & CBHI / HERAI- IC and MoHFW Govt of India.
- Workshop-Cum-C.M.E - JPNATC AIIMS New Delhi 27Tth Jan 2020
Topic :-
- Electronic Medical Record / Electronic Health Record.
- 18th Annual National Conference on Medical Records as Faculty/ Paper Presenter /Delegate /Organizer/ Sponsor in Med-recon held on 15th and 16th March 2018 organized by Rajiv Gandhi Cancer Institute , Delhi in Association with Health Records Association Of India & CBHI /HERAI-IC and MoHFW Govt of India.
- 12th Annual National Conference on Medical Records as Faculty/ Paper Presenter /Delegate /Organizer/ Sponsor in Med-recon held on 3rd and 4th February 2012 organized by Rajiv Gandhi Cancer Institute,Delhi in Association with Health Records Association Of India.
- Awarded as Meritorious worker in Bhagat Chandra Hospital on dated 28th Dec 2014.

MEDICAL RECORD OFFICER

RLKC Metro Heart Institute,Delhi | Sep-2021–Oct-2022,NABH 6th Edition)

- Organize and manage patient's health information data. Ensure paperwork is properly filled out.
- Verify accuracy and accessibility of files Ensure all files are secure.
- Communicate with Physicians and other healthcare Professionals to clarify diagnosis or to obtain additional information.
- Issue Reference slip to attendants for collecting death & birth Certificate.
- Handled medical-legal case and submitting the claims forms.
- Online submission of forms to MCD for intimating death & birth occurs in Hospital.

MEDICAL RECORD TECHNICIAN

Jindal Institute of cancer & Cardiac Research Hospital Hisar,Haryana |Feb-2017 – Jan-2021, NABH 5th Edition

- Manage all department roster and responsibility
- Maintained all Patient records by indexing.
- Issue Reference Slip to Attendants for Collecting Death & Birth Certificate.
- Worked in collaboration with the Director, Quality manager, Nursing Staff .
- Handled Medico-Legal Cases and submitting the claims forms.
- Online Submission of forms to HMC for intimating death & birth occurs in Hospital.
- Prepare reports for Government Authorities.

MEDICAL RECORD TECHNICIAN Rockland Hospital Dwarka Sec-12,Delhi |July -2015 – March -2016, QCI Accreditation

- MaintainedallPatient recordsby indexing.
- Issue Reference Slip to Attendants for Collecting Death & Birth Certificate.
- Worked in collaboration with the Director, Quality manager, Nursing Staff .
- Handled Medico-Legal Cases and submitting the claims forms.
- Online Submission of forms to MCD for intimating death & birth occurs in Hospital.
- Prepare reports for Government Authorities.

MEDICAL RECORD TECHNICIAN

Bhagat Chandra Hospital Delhi |Sep -2013 – July -2015,NABH 4th Edition

- Maintained all Patient records by indexing.
- Issue Reference Slip to Attendants for Collecting Death & Birth Certificate.
- Worked in collaboration with the Director, Quality manager, Nursing Staff .
- Handled Medico-Legal Cases and submitting the claims forms.
- Online Submission of forms to MCD for intimating death & birth occurs in Hospital.
- Prepare reports for Government Authorities.