RESUME

J.Ramesh kumar
S/O. J.s.n Murthy raju
House No.14, Sanjivanagar colony,
Opp. Collectorate , Contonment
Vizianagaram - 535002.

OBJECTIVE:

To get an opportunity to work in professional organization on where I can

Enhance my Technical an analytical skills, assume responsibility and strive

For collective growth and development

QUALIFICATIONS PROFILE :

: DEGREE (M.P.C)

: B.sc Medical Records(M.R.O

: DCA (Diploma in ComputerApplications).

: IMPACT (SSI COMPUTERS)

ACADEMIC:

M B A HOSPITAL ADMIN

B.sc Medical Records in First class

DEGREE B.sc (M.P.C) COMPLETED 62%

JOB DESCRIPTION

Position:	Sr.Manager
Department:	MedicalRecords
PositionReportsTo:	Medical Superintendent / Dean

Emp.Name:	J Ramesh Kumar Raju
Emp. Id.	N-0243
Designation:	Senior Manager Medical Records Department

JobResponsibilities:

- Provide direction and control to personnel within the department
- Establish functional quality objectives
- Ensure competence of personnel as per competency matrix, and review performance every six months
- Handle and resolve patient complaints
- Monitor patient satisfaction
- Ensure conformity with applicable regulatory requirements
- Identify and control on-conforming service implement corrective action on NC services
- Overall administration of the department.
- Periodical checking of medical records.
- Preservation of records.
- To assign the departmental work to the staff.
- To supervise departmental office work assigned to the staff
- To do the coding diagnosis wise as per ICD-10 System.
- To carryout work assigned by higher authority
- Preparation of Hospital Statistics :Monthly, Annually
- Preparation of Medical Certificates, Medical -Claim, Medic-Aid forms for necessary patients.
- Submission of Infectious disease Cases report to Statistical Office-Govt. authorities.

Others:

Any other jobs assigned by superior due to exigencies of work.

COMPUTER SKILLS

MS OFFICE,

WORKING EXPERIENCE

Working as an Medical Record Assistant (2003 to 2005) Mims

Medical record Techianian (2005 to 2009) Mims

Medical Records officer & Statistician (2009 to 10TH JAN 2023) Mims

Medical Records Manager (JAN 2023 TO JAN 2024) Mims

Medical Records Manager (FEB 2024 TO APRIL 2024) Seven Hills Hospital

Medical Records Manager & NMC SECTION (MAY 2024 TO STILL CONTIUNE)

NABH Coordinator in Medical RecordsDeapartmeant & Ward side Medical record audit committee in **(PART TIME)** 7hills Hospital in Viskhapatanam .

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PERSONAL PROFILE

Application for the Post of : MEDICAL RECORDS MANAGER

Name : JAMPANA RAMESH KUMAR ,

F'Name : J.s.n.murthy raju,

Date of Birth : 30-06-1980,

Permanent Address : J.Ramesh kumar
S/O. J.s.n Murthy raju
House No.14, Sanjivanagar colony,
Opp. Collectorate, Contonment
Vizianagaram - 535003.
CELL: 9441852099

E-mil rajujvsn2127@gmail.com

Languages Known : Telugu, English, Hindi.

Nationality : Indian , Hindu.

PLACE: Vizianagaram
DATE: 22/10/2025

Your's faithfully,
(J.RAMESH KUMAR)