

# CEPHAS OMONDI

## INFORMATION

### ADDRESS

9 - 40303  
Rangwe, Homa-Bay

### PHONE

0795775218  
0735673857

### EMAIL

[Cephasomondi610@gmail.com](mailto:Cephasomondi610@gmail.com)

### AGE

24 Years Old

### GENDER

Male

### NATIONALITY

Kenyan

### MARITAL STATUS

Single

### RELIGION

Christianity

## PROFILE

Cephas is a highly motivated Health Records and Information Officer professional with expertise in clinical data management, medical coding, the integration of health information systems and ensuring compliance with healthcare regulations. My experience includes managing patient records using EMR systems and coordinating hospital statistical reporting to improve operational efficiency.

## EMPLOYMENT HISTORY

### Health Records Officer, Oasis Health Doctor's Plaza Hospital Migori

May 2025 – Present

#### Key responsibilities include:

- Patient's demographic information entry and updating of records both using Hospital Systems and Manually in MOH registers.
- Daily & Weekly Report Compilation and generation of Hospital administration statistics.
- Assisting in software upgrading, computer Maintenance and Repair.
- Capturing data at service points.
- Data entries into KenyaEMR, DHIS and National Data Warehouse.
- ICT support and maintenance.
- Systems implementation.
- Installation of networks within the Hospital premises.
- Maintenance, installation and repair of computers.
- Office clerical duties.

### Health Records Officer, Chulaimbo Sub County Hospital Kisumu

September 2024 – May 2025

#### Key responsibilities include:

- Conducted ICD-11 coding and indexing of patient diagnoses to ensure accurate medical categorization.
- Compiled and presented statistical reports to assist in hospital management and planning.
- Registered births and deaths, maintained hospital filing systems, and entered data into KHIS and KenyaEMR Systems.
- Managed appointment scheduling and follow-ups to ensure continuity of care.
- Supported the Comprehensive Care Center (CCC) in patient tracking and follow-up.
- Coordinated clinic preparation and appointment scheduling for various specialties.
- Systems implementation.
- Data entries into KenyaEMR, DHIS and National Data Warehouse.
- Intergrated Health Service Combining MOH and NGO Capturing and Reporting.

## SKILLS

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Good Interpersonal Skills

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Good Oral and Written  
Communication skills

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Numeracy and Analytical  
Ability

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Creative and Imaginative

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Influencing and  
negotiation skills

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Teamwork

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Good Organizational &  
Computer Skills

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### Professional Skills

**Health Records and  
Information Management.**

**ICT competency**

### Competent

**Data Analysis &  
Technology**

**Technical Skills**

Microsoft windows 7, 8,  
10,11

Basics of Designing

### Competent

**Troubleshooting  
(Hardware & Software)**

### Competent

**Analytical and problem  
solving skills**

### Competent

## **Health Records Attachee, St. Josephs Mission Hospital Migori**

January 2023 – April 2023

### **Key responsibilities include:**

- Managed medical coding and indexing of patient data using ICD standards.
- Ensured accurate hospital statistical reporting and record-keeping.
- Daily & Weekly Report Compilation and generation of Hospital administration statistics.
- Assisting in software upgrading, computer Maintenance and Repair.
- Capturing data at service points.
- Data entries into DHIS and National Data Warehouse.
- Coordinated patient appointments and facilitated the opening of patient files for specialty clinics.
- Patient's demographic information entry and updating of records both using Hospital Systems and Manually in MOH registers.

## **Health Records Attachee, Asumbi Mission Hospital Homa-Bay**

April 2022 – September 2022

### **Key responsibilities include:**

- Daily & Weekly Report Compilation and generation of Hospital administration statistics.
- Assisting in software upgrading, computer Maintenance and Repair.
- Capturing data at service points.
- Data entries into DHIS and National Data Warehouse.
- Coordinated patient appointments and facilitated the opening of patient files for specialty clinics.
- Managed medical coding and indexing of patient data using ICD standards.

## **ACHIEVEMENTS**

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- Kenya Health Information System (DHIS2) MOH Virtual Academy.
- Kenya Master Health Facility List – E-Learning Course MOH Virtual Academy.
- KenyaEMR + Course - Level I MOH Virtual Academy.
- KHIS Aggregate Fundamental Course (DHIS2) MOH Virtual Academy.
- Health Information Systems Security Management Course Certificate
- M&E in Cancer Management - Monitoring & Evaluation in Cancer Management
- Certificate of participation in Pandemic and epidemic- prone diseases with WHO (2022)
- Records of Achievement in Ethics and Governance of Artificial Intelligence for Health WHO (2022)
- Data Protection Act Offered by JKUAT through KenyaHMIS.
- Research Ethics Offered by JKUAT through KenyaHMIS.
- Certificate in Computer Training.
- Online HIV tools M&E Training- University of Nairobi/NASCOP, June 2023

## OTHER EXPERIENCES

Structured cabling  
(Networking)

## HOBBIES

- Reading Inspiring literature
- Socializing
- Watching
- Traveling
- Teaching

## EDUCATION

<b>Degree, Rongo University</b> September 2020 – April 2024 Bachelor of Science in Health Records and Information Management.	Migori
<b>Kenya Certificate of Secondary Education</b> Wang’apala High School February 2016 – November 2019 <b>(KCSE)</b>	Homa-Bay
<b>Kenya Certificate of Primary Education</b>  Achego Primary School Mar 2008 - Dec 2015 <b>(KCPE)</b>	Homa-Bay

## REFEREES

<b>DR. SAMMERION NYAWARA</b> Medical Superintendent Chulaimbo County Hospital. <a href="mailto:sammerion@gmail.com">sammerion@gmail.com</a>
<b>DR. LAMECK RONO</b> Lecturer Rongo University <a href="mailto:ronohlamek@gmail.com">ronohlamek@gmail.com</a>
<b>MR. OTIENO CHURCHILL OCHIENG</b> Lecturer Rongo University <a href="mailto:otty.chur@gmail.com">otty.chur@gmail.com</a>
<b>Prof. G.W. Odhiambo Otieno</b> Senior Lecturer Rongo University <a href="mailto:george.odhiambootieno@gmail.com">george.odhiambootieno@gmail.com</a>