**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Name : Olivia Nyaboke Makori

Nationality : Kenyan

Gender : Female

Date of birth : 31th October 1998

Marital status : Single

Spoken and Written languages: English, Kiswahili and Ekegusii

**CURRENT CONTACT INFORMATION**

Postal Address: 6108-00100 Nairobi

Cell Phone: 0745396200

Email address: oliviamakori@gmail.com

**PROFILE**

I am a hardworking time conscious, motivated, responsible and willing to adapt to new challenges with enthusiasm driven through hard-work and adapt to new skills that will enable me to improve my skills as a health records officer (HRIO) to better health delivery.

**PROFESSIONAL OVERVIEW**

I am a qualified professional Health Records Officer. A passionate advocate for sustainable health recording program and information technology. I have experience in overseeing a wide range of health record measures. A dedicated worker with a strong sense of Health records duty; I seek a role where my skills can be utilized to help effect positive change.

**EDUCATION**

Sept 2018- February 2021: Kenya medical training college –Msambweni.

Diploma in health records and information technology

Grade: Pass

Sept 2016- June2018: Kenya Medical Training College -Msambweni.

Certificate in Health Records Information and Technology

Grade: Distinction

2012-2015: Kebabe girls’ secondary school

Kenya Certificate of Secondary School (KCSE)

Grade: C plain.

2003-2011: Rangenyo girls’ primary boarding

Kenya Certificate of primary Education (KCPE)

**WORK EXPERIENCE**

**Msambweni county referral hospital**

2021-present

**RESPONSIBILITIES**

• Receiving patients at the reception and stating down their data

• Preparing and booking clinics for patients

• Registering patients using NHIF on biometric

• Admitting and discharging patients

• Editing, coding and indexing using ICD 10

• Coordinating reports for the facility through DHIS and appropriate reporting tools

• Supporting innovative ways of data presentation to ensure maximum and timely utilization

**INTERNSHIP**:

1) **September- October 2020 Kiambu district hospital.**

Data collection for my diploma dissertation

**RESEARCH PROJECT /DISSERTION**.

Factors influencing pneumonia in children (0-5) years at Kiambu district hospital.

**ACHIEVEMENTS**

Acquired a lot of knowledge on importance of uptake of health insurance.

**2) September- December 2019: Kiambu Level 4 County Hospital**

**Responsibilities**

* Editing, coding and indexing using the ICD 10 and ICPM
* Receiving patients at the reception and stating down their data
* Calculating health statistics and balancing the statistics in the appropriate manner
* Preparing and booking clinics for patient's
* Scheduling and participating in facility data quality audits.
* Participating in data collection for program monitoring and research
* Coordinating reports for the facility through DHIS
* Ensuring availability of necessary data collection and reporting tools at the facility including patient cards/files ,registers reporting tools and databases

**Key Achievements**

* computation of hospital administrative statistics
* Tallying and compiling of monthly reports
* Data entry and management through DHIS-2
* preparing clinics and giving accurate appointment of clients
* coding and indexing of patient’s diseases and health conditions indicated in patient files
* Receiving clients and giving them direction and answering questions
* Experience and practical skills on handling patients and report writing
* Supporting innovative ways of data presentation to ensure maximum and timely utilization
* Designing health information systems to comply with medical, legal, and ethical standards.

**3) January- march 2018: Nakuru level 6 hospital.**

**Responsibilities**

* Editing, coding and indexing using the ICD 10 and ICPM
* Receiving patients at the reception and stating down their data
* Calculating health statistics and balancing the statistics in the appropriate manner
* Preparing and booking clinics for patient's
* Transferring paper-based patient records to an electronic system
* Recording patient admissions, transfers and discharges

**Key Achievements**

* computation of hospital administrative statistics
* Tallying and compiling of monthly reports
* Data entry and management through DHIS-2
* preparing clinics and giving accurate appointment of clients
* coding and indexing of patient’s diseases and health conditions indicated in patient files
* Receiving clients and giving them direction and answering questions
* Experience and practical skills on handling patients and report writing

**4) march-august 2017: Thika level 5 hospital**

**Responsibilities**

* Editing, coding and indexing using the ICD 10 and ICPM
* Receiving patients at the reception and stating down their data
* Calculating health statistics and balancing the statistics in the appropriate manner
* Preparing and booking clinics for patient's

**Key Achievements**

* computation of hospital administrative statistics
* Tallying and compiling of monthly reports
* Data entry and management through DHIS-2
* preparing clinics and giving accurate appointment of clients
* coding and indexing of patient’s diseases and health conditions indicated in patient files
* Receiving clients and giving them direction and answering questions

**SHORT COURSES.**

* Computer packages
* First Aid.

**INTERESTS**

* Community working
* Sports (Hand ball, Volley ball)
* Reading (Inspirational books)
* Comedy, Drama and Dancing.

**STATEMENT OF STABILITY.**

I have the potential to work on Data Management, demonstrate professional competence and meet target as well as observe work/professional ethics, I am self-motivated with good interpersonal and communication skills both verbal and written and I have ability to work and deliver results with minimum supervision.

**REFEREES**

Ms. Esther Kiarie

Deputy Principal Kenya Medical Training College

KMTC Msambweni

0721904833

P. O BOX 16, Msambweni

Berveline Okiru

Head of health records and information technology department

KMTC Msambweni

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P.O BOX 16, Msambweni

Mr. Robert Kamau

Head of National hospital insurance fund (NHIF)

Kiambu district hospital

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