**CURRICULUM VITAE**

**HARSHAD NANUBHAI THANKI**

FLAT NO. 8, SHREE HARI APPARTMENT,

SARVODAY SOCIETY,

RAMKRISHNA NAGAR WEST,

B/H VIRANI HIGH SCHOOL,

NR. P. V. MODI SCHOOL,

ABOVE DEVKRUPA STATIONARY,

TAGORE ROAD,

RAJKOT 360001

Telephone: 9409114583 / 8511821093

E-mail: [thankiharshad1282@gmail.com](mailto:thankiharshad1282@gmail.com), harshad1282[ambujahospital@gmail.com](mailto:ambujahospital@gmail.com)

**SKILLS/Job responsibility at present**

* Receiving medical records of patients from various nursing stations on daily basis and ensuring physical check of the same to perform deficiency checklist.
* Ensure assembling of these medical records in sequential order as per MR number.
* Ensure proper storage and protection of assembled medical records.
* Make a record of stored MR
* Ensure retrieval of records as and when required
* Make a record of lost files
* Maintain file storage system and area.
* Taking rounds for monitoring the active clinical files for incomplete documentation.
* To provide the data of clinical record.
* Solve the queries related to medico legal case.
* Preparing various types of certificates. (e.g. admitted – discharge certificates, rest, fitness, fitness to travel).
* Coordinate for medico legal cases and for the summons.
* Compile data from medical records and make that available for various purposes. Also prepare various indicators like bed occupancy, average length of stay, mortality rate etc based on this data.
* Preparing various forms from different departments and then send for printing.
* To change the name, age & address of the patient after verification of the proof.
* For, medical parts take the affidavit and then change it according to the instructions given.
* Organize the medical audit committee & death review meeting.
* Reporting to various agencies like panchayats, corporation, WHO etc on specified intervals.
* Maintaining records and giving the forms according to MTP ACT & PNDT ACT to the concerned authority.
* Checking of the daily death & birth data and send the same to the Municipal Corporation and generate the report accordingly. (Death & Birth registration act).
* Daily follow up for pending and maintaining records.
* Daily reporting of clinical indicators report, monthly reporting of Expiry patient's reports, weekly WHO report of notifiable diseases, monthly births / death data record.

**EDUCATION**

**Preliminary Education:**

* 12th  Std (March -2000) Digvijaysinhji New English School, Jamnagar.

**Graduation Qualification:**

* B. A. with english & Sanskirt from Saurashtra University (2003-2004).
* DCS from Saurashtra University (March-April 2004).
* DIT from Sikkim Manipal University (Feb. 2005).
* CCC/DOECC from Kamania Computer Education (February 2006).

**CARRIER OBJECTIVE**

* To be part of a work culture that provides me the opportunity to put my skills to its best use and in turn assist me in my personal development.

**EXPERIENCE GAINED:**

* Worked as Computer Operator at Craft Engineering Services Pvt. Ltd. (10 months).
* HR-Co ordinator at R.C. Associates (9 Months).
* Whare house supervisor at Surya Enterprise (3 moths).
* Data Entry Operator / MRD Assistant at Gokul Superspeciality Hospital, Rajkot (4 years).
* MRD Incharge at Sterling Hospital, Rajkot (09/06/2014 to till now)

**PERSONAL DATA**

**Date of Birth** : 12-01-1982

**Place of Birth** : Ukai, Gujarat

**Marital Status** : Married

**DECLARATION :**

I hereby declare that the information furnished above is correct up to my knowledge and I bear the responsibility for its correctness.

**Date :**

**Place : SIGNATURE**