

Riya Sarkar

6354679995 | sarkar.riya19@gmail.com | Ahmedabad, Gujarat

Summary

Highly skilled and independent-minded Medical Records Analyst with 7+ years of hands-on experience in Various field. Has verifiable skill in working with customers, vendors and management. Adept in completing tasks on time with a high commitment to exceptional performance accuracy and efficiency. An effective leader willing to interact with office personnel and decision-makers.

Experience

Medusind Solutions | Ahmedabad, Gujarat

Specialist Client Services- Level I | 10/2018 - Present

- Process patient admission or discharge documents.
- Review records for completeness, accuracy, and compliance with regulations.
- Manage the department or supervise clerical workers, directing or controlling activities of personnel in the medical records department.
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.
- Review records for completeness, accuracy, and compliance with regulations.
- Protect the security of medical records to ensure that confidentiality is maintained.

Parishil Laboratories Analyst | Ahmedabad, Gujarat

Quality Analyst | 09/2017 - 07/2018

- Provide technical information about test results to physicians, family members, or researchers.
- Conduct chemical analysis of body fluids, including blood, urine, or spinal fluid, to determine presence of normal or abnormal components.
- Conduct medical research under direction of
- Analyze laboratory findings to check the accuracy of the results.
- Enter data from analysis of medical tests or clinical results into computer for storage.
- Set up, clean, and maintain laboratory equipment.
- Analyze samples of biological material for chemical content or reaction.

Advantmed | Ahmedabad, Gujarat

Junior Associate | 02/2016 - 07/2016

- Manage the department or supervise clerical workers, directing or controlling activities of personnel in the medical records department.
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.
- Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Protect the security of medical records to ensure that confidentiality is maintained.

Biocare Research Pvt .Ltd | Ahmedabad, Gujarat

Trainee via GSBTM | 09/2015 - 01/2016

- Collect and study blood samples to determine the number of cells, their morphology, or their blood group, blood type, or compatibility for transfusion purposes, using microscopic techniques.
- Select and prepare specimens and media for cell cultures, using aseptic technique and knowledge of medium components and cell requirements.
- Supervise, train, or direct lab assistants, medical and clinical laboratory technicians or technologists, or other medical laboratory workers engaged in laboratory testing.
- Supervise, train, or direct lab assistants, medical and clinical laboratory technicians or technologists, or other medical laboratory workers engaged in laboratory testing.
- Operate, calibrate, or maintain equipment used in quantitative or qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, or computer-controlled analyzers.
- Analyze laboratory findings to check the accuracy of the results.
- Enter data from analysis of medical tests or clinical results into computer for storage.
- Analyze samples of biological material for chemical content or reaction.

- Set up, clean, and maintain laboratory equipment.

Skills

Data Entry, Time management, Communication skills, Attention to Detail, Accuracy, Teamwork, Customer service

Education

School Of Sciences, Gujarat University | Ahmedabad, Gujarat
M.Sc. in Biotechnology | 04/2015

Shri Keshavram Kashiram Shastri College | Ahmedabad, Gujarat
B.Sc. in Biotechnology | 04/2013

Languages

English, Bengali, Hindi, Gujarati