

KEHINDE OLUWAGBEMIGA **OLUGBEJE**

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Professional Summary

Enthusiastic Health Information Management Specialist eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Health Records and Information management and training in Quality Improvement and Quality Management System in Health. Motivated to learn, grow and excel in Healthcare industry and other spheres of Industry.

Skills

- ISO 9001:2015 QMS Implementer/Auditor
- Excellent computer, management and organizational skills.
- Clinical Documentation and Improvement Skills
- Monitoring & Evaluation
- Medical Claims Management and Medical Terminology Skills
- Internal and External Communications, Reporting Skills
- Digital/eHealth, Health Informatics, Data analysis

Work History

Senior Health Information Management Officer

08/2019 to Current

DEDA Hospital Limited – Katampe, Federal Capital Territory

- Ensures that medical records are complete and accurate.
- Trains staff in coding, indexing, filing, preparing and displaying of information, transcription, medical terminology nomenclature and classification of diseases, and computer services including such related matters as hospital organization, goals, policies and practices, and medical records ethics, laws and regulations.
- Supervises and monitors the release of confidential information in accordance with rules and regulations.
- Compiles statistical information and registers pertaining to the medical records department, ancillary services, and other hospital statistical information as assigned or requested.
- Supervises and coordinates the preparation of statistical information for medical staff, medical staff committees, accreditation agencies, state agencies, and the administration.
- Participates and represents the medical records department in various hospital committees and medical staff committees as assigned.
- Monitors and oversees the requisition of supplies for the department.
- Recommends equipment needs to ensure efficient handling of responsibilities.

Health Information Manager

09/2018 to 07/2019

Government Hospital – Umunede, Delta State

- Making sure patients information are accurate and available when needed.
- Disseminate information and educate appropriate hospital staff about the hospitals policies, procedures and expectations regarding medical records.
- Code all clients' diagnoses and medical records, for the client information system, for research, and for statistical purposes.
- Conducting reviews /audits of the hospital's medical records of all discharged clients, reviews of random samples of active clients, and special focused audits as requested.
- Planning information system, develop health policy, and identifying current and future information needs.
- Maintaining, collecting and analyzing data received by Doctors, nurses and other healthcare providers.

Medical Records Intern

08/2015 to 07/2016

National Orthopedic Hospital – Yaba, Lagos

- Successfully assigned new record numbers, maintained a master patient index, helped clients to complete intake and discharge forms
- Developed, improved, and analyzed a daily report of missing chart information for supervisors review.
- Maintains continuity of work operations by documenting and communicating actions, irregularities, and continuing needs.
- Maintains patient confidence by keeping patient records information confidential.
- Maintains continuity of work operations by documenting and communicating actions, irregularities, and continuing needs.

Health Information Management Intern

01/2013 to 01/2014

Lagos University Teaching Hospital LUTH – Idi-Araba, Lagos State

- Initiates the medical record by creating and processing the patient care record folder.
- Retrieves medical records by following chart-out procedures, Delivers charts to assigned areas of the hospital by following established routing procedures.
- Maintains continuity of work operations by documenting and communicating actions, irregularities, and continuing needs.
- Maintains patient confidence by keeping patient records information confidential.
- Data collection, analysis, dissemination, and use of health information for program planning and management.

Education

Bachelor of Science: Health Information Management

Expected in 08/2022

University of Medical Sciences - Laje, Road Ondo State

Higher National Diploma (HND): Health Information Management 08/2017
School of Health Information Management UITH - Amilegbe, Ilorin Kwara State Nigeria

High School Diploma 06/2015
Confidence Computer Training Institute - Idimu-Ile Delta State

GED(SSCE) 05/2010
Toamy Private School - Ikotun Egbe Lagos

Certifications

- Certified Skill-Up Data Analyst and Power BI 23rd September 2021
- ISO 9001:2015 Quality Management System Implementer/Auditor June 2021
- Honorable Speaker Africa Digital Health Forum 2nd June 2021
- Identifying, Recording, Reporting and Analysis of priority disease conditions (W.H.O) 2021
- Field Data Collection, Chain of Transmission and contact follow-up (W.H.O) May 8 2021
- W.H.O Health Emergencies Program on COVID-19 2020
- SFTEH Africa Telehealth Webinar 2020
- Infection Prevention and Control (ICP) CC-MS (W.H.O) August 8, 2020
- Member Institute of Information Management Africa. (IIM) 2019
- Google Digital Skill Certificate (1 and 2) 2019
- Registered /Licensed Health Records and Information Manager (LHRO, RHRP) 2017
- Certification in Microsoft Application Packages 2015

Volunteering Services

- Data Entry Assistant at CARITAS NGO Asaba Delta, State Nigeria. 2018/2019
- Public Relation Officer Medical and Health Group, Community Development Service (**CDS**) Delta State.
- 2018/2019 Transport Coordinator Winners Corpers Fellowship (**WCF**)
- Presiding Officer for Independence National Electoral Commission (**INEC Ad-Hoc Staff**) Ika North East Delta State 2019

References

Mr. C.O ADEBAYO (Senior Lecturer)

School Of Health Information Management (SHIM)

University of Ilorin Teaching Hospital, Ilorin Kwara State Nigeria

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MR FRANK ONUAH

Monitoring Evaluation and Learning Lead

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