

# Samuel K. Biwott



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## LinkedIn

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## Personal profile

Qualified Medical records Coordinators-Performance related roles as health care data analysts, medical coders, and health information specialists, will be responsible for the accurate recording and collating of medical records.

Compliance-Makes sure that health information is handled and stored following available standards, guidelines and procedures.

Release of patient information coordinator-Educating patients so they understand how to enter and retrieve their medical information.

Quality Assurance-Implementation of standards, guidelines, policies and procedures that prevent or detect errors in a timely manner

Data Manager-developed, overseeing, organizing, storing, and analyzing data and data systems also ensures that all of this is always done with the utmost security and confidentiality, and in a timely manner

Quality Improvement-Standardization of processes and structure to reduce variation, achieve predictable results, and improve outcomes for patients, healthcare systems, and organizations

Medical receptionist and registration - managing patients flow and data flow

## Achievements

Strong commitment in managing electronic medical records system

Accountable in establishing complaints, feedback and response mechanism

Data management(Data accuracy, data integrity and governance)

Medical legal and public health ethics

Data collection, analysis, record keeping, storage and disposal

Project management, monitoring and evaluation'

Quality improvement, quality assurance, quality of care and compliance

Staff and partners training and system/process strengthening

Medical and clinical coding, registration, reception and customer care

Warehouse, store keeping, asset and inventory management

Compliance to minimum standards, quality benchmarks, policies, guidance and procedures

Proposal development and donor contracting, partnership management and award management

## Publications

- 1) <http://www.internationaljournalcorner.com/index.php/theijhss/article/view/149337> Expanding access and demand for TB/HIV Service through Integration in low-income country of South Sudan. ISSN 2321 - 9203 The International Journal of Humanities and Social Studies
- 2) <http://www.ijsred.com/volume2/issue6/IJSRED-V2I6P33.pdf>:<http://www.ijsred.com/volume2-issue6-part3.html> <http://www.ijsred.com/nov-dec-2019.html> Attacks on health system in South Sudan. IJSRED-V2I6P33 International Journal of Scientific Research and Engineering Development ISSN: 2581-7175
- 3) [http://ijrdt.org/see\\_album\\_all\\_paper/8078/ISSUE-5-NOV-2019](http://ijrdt.org/see_album_all_paper/8078/ISSUE-5-NOV-2019) International Journal for Research & Development in Technology ISSN NO: - 2349-3585 (Open Access peer Review Journal) "Improving educational outcome for girls through Conditional Cash Transfers in Kibera and Wajir Kenya "Volume-12, Issue-5, November-2019 in IJRDT.
- 4) <https://www.wjir.org/vol/vol-4issue-3> Mainstreaming Child Protection and Child Rights in Civil Registration of Births in Kwale and Kilifi in Kenya: World Journal of Innovative Research (WJIR) ISSN: 2454-8236, Volume-4, Issue-3, March 2018 Pages 08-13 <https://edupediapublications.org/journals> Determinants of Structural, Behavioural and Cultural Practices that perpetuate child marriage in Siaya, Homabay and Kisumu Counties in Kenya International Journal for Social Studies: ISSN: 2455-3220 Volume 04 Issue 03 March 2018

- 5) <https://edupediapublications.org/journals> Ending Child Marriages and creating sustainable cities for Girls in Bondo, Kisumu and Homabay in Kenya International Journal for Social Studies: ISSN: 2455-3220 Volume 04 Issue 03 March 2018
- 6) <http://www.researchpublish.com/journal/IJSSHR/Issue-1-January-2018-March-2018/0> Decentralization of Data Use for Learning in Public Health: Case Study of Nairobi County Kenya ISSN 2348-3156 (Print) International Journal of Social Science and Humanities Research ISSN 2348-3164 (online) Vol. 6, Issue 1, pp: (448-461), Month: January - March 2018, Available at: [www.researchpublish.com](http://www.researchpublish.com)

## Language

English: 5S/5R/5W

Swahili: 5S/5R/5W

Arabic: 1S/1R/0W

## Statement of Purpose

Committed to purpose and ready to relocate, migrate, work and live  
Competent and readily available for interviews and suitability test  
Willing and ready to sponsor my own visa application and pay for my travel in any location within the country  
Equipped with soft and hard skills  
Committed to working in skilled and unskilled roles

## Skills and competencies

- Human right centred
- Attention to detail
- Ability to work well in groups and teamwork
- Computer literate
- Wiring, communication and listening skills
- Data management and record keeping
- Organizational and interpersonal skills
- Expert knowledge in delivery of soft and hard skills

## Work Experience and Employment

### Release of Health Information Specialist-Partnership and Evaluation and Learning Specialist-Catholic Organization for Relief and Development Aid , South Sudan, January 2019 to Present.

- 1) Responsible for implementation of SPHERE Humanitarian minimum standards, Quality of Care and Quality benchmarks.
- 2) Administration of health service delivery, managing electronic medical records and managing health administrative statistics.
- 3) Compliance to Health Insurance portability and accountability act on data protection, privacy, confidentiality and safeguarding of medical information.
- 4) Team leader in data management, record keeping and data use for decision making.
- 5) Strengthen accountability to patients and donor through complaints and feedback mechanism.
- 6) Partnership management and staff training of good practices of data management and quality of care.
- 7) Project management and measurement of key performance indicators according to contractual agreement.
- 8) Team leader in medical legal and public health ethics in data protection Acts

### Health Information Management-Project and Partnerships Specialist - Plan International, Kenya, July 2017 to December 2018.

1) Designing health information that complies with medical legal and ethical standards that safeguarding privacy and confidentiality of medical records.

- 2) Managing electronic medical records system that captures patients' health records for coding, billing, and insurance claims.
- 3) Team leader in managing partnership and staff training of quality improvement and quality of care.
- 4) Implemented effective complaints, feedback, and response mechanism to manage change and patients' satisfaction.
- 5) Team leader in medical legal and public health ethics in data protection Acts
- 6) Supervision team of medical receptionist, registration clerks to comply with data governance and data integrity requirement of privacy and confidentiality.
- 7) Processing, transfer and security of patient's data within health facility and systems
- 8) Designed medical records system that collect, and stores patients' information securely and easy to access when needed by right people.

#### **Program Design and Quality-Accountability and Learning Coordinator - Save the Children International, Kenya and Somali, February 2016 to July 2017.**

- 1) Team leader in managing staff and partners performance and compliance to contract
- 2) Conduct performance review and reflection also updating of dashboard of key performance indicators
- 3) Team leader in medical legal and public health ethics in data protection Acts
- 4) Developed and monitoring of theory of change and logical framework in project management
- 5) Achieved full compliance in following internal policies, standards and guidelines for quality of care
- 6) Conducted supervision and spot check to strengthen systems and process
- 7) Documented success stories and sharing learning of evidence of what has worked
- 8) Data management, collection, storage and ensuring privacy and confidentiality of patients data

#### **Quality Assurance, Quality Improvement- Compliance Specialist-University of Maryland- Maryland Global Initiative Corporation, 15th May 2013 to 20th December 2015.**

- 1) Responsible for monitoring, inspecting and proposing measures to correct and improve service delivery to meet standards and procedures.
- 2) Team leader in medical legal and public health ethics in data protection Acts
- 3) Coordinate quality improvement, patient safety, infection prevention and control
- 4) Compliance to quality of care standards to ensure effectiveness and efficiency
- 5) Conduct staff training in documentation, recording and reporting quality
- 6) Established effective complaints, feedback and response system for clients
- 7) Monitor and evaluate project performance in line with set targets and milestones
- 8) Document success stories and lessons learnt to improve organization systems and processes

#### **Health Records -Program Evaluation and Reporting Coordinator-Intra-Health International- Human Resources for Health Programs, , April 2013 to April 2015.**

- 1) Team leader in implementation of Quality improvement using service delivery data
- 2) Design data collection, analysis and storage systems with electronic medical records system
- 3) Programmatic compliance to internal policies, standards and guidelines in health system
- 4) Team leader in medical legal and public health ethics in data protection Acts
- 5) Training of health workers on patient safety and improvement of infection prevention and control
- 6) Managing warehouse, store and updating of inventory and asset register
- 7) Established accountability system for complaint and feedback response
- 8) Medical Coding and disease classification for insurance claims and compensation

#### **Health Information Management Professional-Biostatistician, data Analyst and Monitoring and Evaluation Officer - Coptic Mission Hospital HIV/TB Program, January 2010 to November 2012.**

- 1) Responsible coding, billing and abstracting data from clinical records, release of information.
- 2) Mandated to gather, retrieve, collate, code, design, analyse, interpret clinical and demographic data and perform statistical reporting and regular data quality reviews for patient records.
- 3) Evaluate client care, outcomes, and safety through the provision of accurate, complete, timely and accessible health records.

4) Supporting patient privacy, security, and confidentiality of personal health information, ensuring all requests for information are processed in compliance with the Personal Health Information Act. In project management the role is expected to

- 5) Support registration and reception using hospital health information management system in support of data collection, analysis, and reporting. Manage patients and clinic flow and appointments.
- 6) Manage patients and staff complaints and feedback to improve on quality-of-service delivery and client satisfaction.
- 7) Manage clinical coding and manage patients' safety by supporting quality improvement, waste management and infection preventions.
- 8) Team leader in medical legal and public health ethics in data protection Acts

### **Release of Information-Health and Medical Records Administrator - Acacia and Nairobi Women Hospital, Kenya, January 2007 to December 2009.**

- 1) Data management, collection of patient medical data in electronic health records and databases
- 2) Maintaining records warehousing facilities; record keeping, indexing, filing/storage, retrieval and disposal
- 3) Team leader in medical legal and public health ethics in data protection Acts
- 4) Ensures proper provision of storage and security for historical archival records.
- 5) Patients' registration and reception and managing patients flow.
- 6) ICD 11 disease Coding, claim management and billing of patients.
- 7) Manage patients' complaints and feedback structure.
- 8) Manage consultants and patients appoint system.

### **Education**

Master of Public Policy and Administration, Kenyatta University, 2nd Class Upper

Master of Public Health, Maseno University, 2nd Class Upper

Bachelor of Science, Health Records and Information Management, Mount Kenya University, 2nd Class upper.

Diploma, Public Health Records and Information Technology, Kenya Medical Training College, GPA 5.0

Master of Arts in Social Science , Open Ware International University-ongoing

Kenya Certificate of Secondary Education-Kerio Valley High C+ Plus-Credit

Kenya Certificate of Primary Education-Embomir Primary School-Credit

Advanced Certificate in Medical Coding and billing - Alison Centre-Distinction

Certificate in Medical Terminology-Alison Centre-Credit

### **Certification and Accreditation**

Certificate in Monitoring and Evaluation

Certificate in data analysis and documentation

Certificate in protection and Safeguarding

Certificate in Safety and Security

Certificate in data use for information Use

Certificate in Health infodemics

Certificate in integrated disease surveillance and response

Certificate in management high performance

Certificate in Disability and Gender Inclusion and Mainstreaming

Certificate in Proposal communication, presentation and report writing.

Certificate in Research4Life

Certificate in Workplace conflict, mediation, and reconciliation

Certificate in climate change and greening

Certificate in global health leadership and management

Certificate in Infection prevention and control

### **Qualifications**

Health and medical records specialist

Health Information Management Professional

Quality Improvement, Quality of Care, Quality Control and Quality Assurance

Monitoring, Evaluation and project management

Training and capacity of staff, partners also system and process strengthening



Clinical/medical coding, billing, and classification  
Record management, data management/data Integrity & governance  
Patients flow,data flow and compliance to policies,standard and guidelines  
Data collection,storage,retrieval and disposal  
Organizational and individual training through Mentorship, Coaching and training.  
Store & Warehouse management, housekeeping, and counselling

## Hobbies and interests

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Sports,socialising and reading latest development in religion,politics and human stories.

## References

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