

DURGA SOWMIYA M

PROFESSIONAL SUMMARY

I am a committed medical record reviewer and quality assurance specialist with 3 years of experience reviewing, quality checking and maintaining record's accuracy and committed to maintaining the highest standards of confidentiality in healthcare data management.

CONTACT

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Peerankaranai, CH-600063

WORK EXPERIENCE

Quality Assurance Specialist | 2022-Present

Preludesys, Siruseri, Chennai

- Maintaining records with accuracy and completeness.
- Utilize medical data software wherever required for various projects.
- Maintain confidentiality and support quality improvement efforts.
- Monitor compliance with HIPAA and other privacy and regulatory guidelines.
- Collaborate with medical reviewers to resolve discrepancies and maintain high documentation integrity.
- Assist in training and mentoring new team members on quality assurance standards and best practices

ACADEMIC HISTORY

Classic Paramedical College and Research Center | 2021-2023

Diploma in Medical Lab Technology

Peri College of Arts and Science | 2019-2022

Bachelor of Science in Microbiology

Shanthosh Vidhalaya Matric.Hr.Sec. School | 2018-2019

HSC

Shanthosh Vidhalaya Matric.Hr.Sec. School | 2016-2017

SSLC

SKILLS

- Punctual and always prepared to work upon arrival.
- Commitment to work.
- Effective communication.
- Multitasking.
- Ambitious to achieve high positions.
- Medical terminology
- Chart review and summarization.
- Knowledge of healthcare workflows.
- Time management.
- Team collaboration.
- Critical thinking.
- Confidentiality

PERSONAL INFORMATION

- Spouse Name: Murali N
- Date of birth: 09-05-2002
- Nationality: Indian
- Marital status: Married
- Religion: Hindu
- Language Proficiency: Tamil & English

Declaration

I, hereby declare that the information furnished above is true to the best of my knowledge.