

# Odusanya Kehinde Lateefat

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## SUMMARY

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Efficient professional, skilled at completing administration paperwork providing excellent customer service and maintaining a clean environment.

Capable of organizing and maintaining medical records to support patient care.

## EDUCATION

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### OGUN STATE COLLEGE OF HEALTH TECHNOLOGY NIGERIA

- Higher National Diploma in Health Information Management Technology

## SKILLS

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Registration and documentation, communication skills, customer services, medical technology, paper base and EMR systems, ICD coding.

## WORK EXPERIENCE

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### General Hospital Ebute-Metta Lagos, Nigeria - (October 2020 - Till date)

#### *Health Information Management*

- Handling patient care registration and documentation.
- Scheduling appointments and updating the appointment register.
- Compilation of monthly, quarterly and annual statistics of the hospital.
- Coding and indexing of disease diagnosis.
- Discharging of the admitted patient into the admission and discharge register.
- Trained and supervised six students on industrial training.
- Represent the department in attending seminars.

### Matador Medicare Service Hospital Nigeria - (July 2020 - September 2020)

#### *Receptionist/Cashier*

- Registration of patients through EMR.
- Sending patients to the clinic to the nurses table for vital signs with EMR.
- Taking payments of drugs and medical materials.
- Deposit cash collected into the hospital bank account.

### Federal Medical Centre Lokoja, Nigeria - (October 2018 - October 2019)

#### *Health Information Management(Youth Corper)*

- Assisting in administration of the department.
- Registration and documentation of the new patient(EMR).
- Coding and indexing of disease diagnosis.

### Lagos State University Teaching Hospital Nigeria - (July 2016 - September 2016)

#### *Health Information Management(Industrial Training)*

- Registration and documentation of patients(EMR).
- Coding and Indexing.
- Statistical compilation.

### University College Hospital Ibadan, Nigeria - (July 2014 - September 2014)

#### *Health Information Management(Student Training)*

- Registration of new patients into the hospital.
- Giving an appointment to the patient for the next visit.
- Documentation of the follow-up patient.