

## **Prakasha Bangera**

Mobile: +91 9164575571 | Location: Rajarajeshwarinagar, Bangalore

### **Senior Medical Clerk and Receptionist in Medical Records Department**

#### **Summary**

Twenty one years of experience in protecting the security of medical records, which included pulling and filing medical records, assembling medical records according to the medical, administrative, legal, and regulatory requirements of the health care system, sorting and filing correspondence in the correct patient's medical record, processing release of information requests, and key- entry data into the system for billing purposes.

#### **Professional Experience**

Medical Records Senior Clerk | Fr.Muller Medical College Hospital, Mangalore | 24-7-95 to 22-08-16

#### **Role**

Gather, process, and maintain medical records of Fr Muller's hospital's patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's Bar/numerical coding system.

#### **Career Summary**

Worked as Senior Clerk in MRD – Medical Records Department since 1995 for Father Muller Medical College hospital Mangalore. Responsibilities involved in maintenance of records, Registration, Revisit, credit patient admission, private patient's admission and dispatch folders.

#### **Job Duties performed**

- Managing all the customers and out patients queries.
- Filed x-ray reports, lab reports, referral letters, and other medical record correspondence in the correct patient's medical record. Worked on Medical Legal Cases.
- Have pulled requests for medical records as requested by the respective patients.
- Retrieved all medical records from nursing station area and set-up charts in terminal digit order for filing
- Issued health files to medical college students and staffs when required.
- Taken care of both General/Free and private bed admission
- Maintaining the files according member wise
- Check medical record numbers on the master file system before assigning a number to all new patients.
- Worked for both In-Patient and out-Patient medical records department.

- Assembled discharge records, analysed medical charts are complete, that all forms are completed and properly identified and authenticated, and that all necessary information is in the computer.
- Regularly communicate with physicians and other health care professionals to clarify diagnoses or to obtain additional information Provide documentation for use in legal actions, or use in research studies.
- Operating and maintaining the Hospital's medical records with Knowledge of medical terminology in order to provide technical statistical and analytical medical records functions in an outpatient setting.
- Analysed the consistency of outpatient medical records involving injuries, diseases, medical and surgical condition to ensure that records are maintained accurately assures that contents of medical records are filed according to establish protocols.
- Gathered patient information by collecting demographic information from a variety of sources; interacting with registration areas and physicians' offices; retrieving information from automated printer.
- Maintained master patient index by completing assigned portion of daily audit trail, corrects and communicates problems according to established procedures.
- Delivered charts to assigned areas of the hospital by following established routing procedures.
- Kept health care providers informed by communicating availability or unavailability of the record.
- Maintained quality results by following hospital standards.
- Maintained patient confidence by keeping patient records information confidential.
- Served and protected the hospital community by adhering to professional standards, hospital policies and procedures, central, state, and local requirements, and standards.
- Enhanced medical records and hospital reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

#### **Skills and Qualifications:**

Time Management, Organization, Attention to Detail, Quality Focus, Professionalism, Productivity, Thoroughness, Coordination, Deadline-Oriented, Internal Communications and Reporting Skills

Create new medical records and retrieve existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer; delivering records.

#### **Educational Qualification**

Passed B.Com, Andhra Pradesh.

Passed PUC in Gokarnatheshwara College, Mangalore

Passed SSLC, Ganapati High School, Mangalore

#### **Personal Details**

**DOB** : 05-01-1966.

**Language Known** : English, Kannada, Tulu and Malayalam.

**Address** : No 247, Teachers Qtrs. Colony, Rajarajeshwarinagar, Bangalore – 560098.

## **ADDITIONAL STRENGTHS**

- Familiar with medical records management
  - Sound knowledge of office equipment
  - Exceptional data entry and multitasking skills
  - Ability to maintain confidentiality
  - Strong eye for detail
  - Good at Customer management
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- Quick and adept at gathering and recording patients' demographic data
  - Hands on experience in managing master patient indexes
  - Conversant with providing clerical support to numerous processes

## **Key Accomplishments**

- Filed complete medical records in the minimum time
- Maintained a 99% accuracy rate in filing of loose reports

## **About Fr.Mullar's Hospital**

Father Muller Charitable Institutions have been touching the lives of thousands of people for the last 136 long years. The institution founded by Fr. Augustus Muller in 1880 stands out as a hallmark of medical service and education in our country. With its motto of "Heal and Comfort", it is committed to bring healthcare solace to the suffering humanity. Father Muller Hospital has the capacity of **1250** beds in Mangalore Branch and different branches listed below.

## **Branches:**

1. Father Muller hospital Kankanady Mangalore (Capacity of 1250 beds)
2. Father Muller Hospital Thumbe, Bantwala. (Capacity of 100 beds)
3. Father Muller Homeopathic Medical College.