

GILBERT MENSAH

Dunkwa On Offin |mensahg793@gmail..com | +233547218032|gilbert-mensah-907a41204/

CAREER OBJECTIVE

A dedicated and meticulous health information officer with knowledge of managing, analysing, and reporting health data. devoted to using statistical analysis, and health information systems to enhance healthcare delivery. In search of a demanding role to support evidence-based decision-making in a healthcare organisation and help optimise health data operations.

EDUCATION

University Of Cape Coast

Bachelors in Health Information Management

Cape Coast, Ghana

Sept. 2023 to Present

College Of Health and Well Being Kintampo

Diploma in Health Information Management

Kintampo, Ghana

Sept. 2018 to Aug 2021

WORK EXPERIENCE

Dunkwa Municipal Hospital

Records Officer

Sept.2023 to Present

Dunkwa, Ghana

- *Input patient information into the hospital's management systems.*
- *Retrieve records as requested by medical personnel for patient care or administrative purposes.*
- *Generate reports and analyse data from records to assist hospital management in decision-making.*
- *Create, organise, and maintain accurate patient records, both physical and electronic.*

Dunkwa Municipal Hospital,

Health Information Officer, Intern

Sept.2021 to Oct. 2022

Dunkwa, Ghana

- *Prepared reports and validated health data for quality assurance.*
- *Ensured accurate and complete data entry by verifying and managing electronic database records.*
- *Performed Data Analysis and Interpretation using graphs, charts, and Tables*

Tarkwa Municipal Hospital

Health Information Officer, Intern

May 2019 to June. 2019

Tarkwa, Ghana

- *Monitored trends to identify and report potential disease outbreaks through monthly and quarterly benchmarking.*
- *Conducted routine database analysis to enhance cost efficiency and patient care methods*

- Performed regular analysis of database information to find better cost structures and patient care methods.

VOLUNTEER EXPERIENCE

Member(Communication Team), A-Zone Network

Mar 2022 to Dec 2022

- *Contributed to the development and dissemination of communication materials for awareness campaigns.*
- *Coordinated efforts with other team members to ensure the timely and effective delivery of key messages to target audiences.*

SKILLS & INTERESTS

Computer: Computer software (Microsoft Word, Excel, Power BI and PowerPoint, Software Package for Social Sciences (SPSS),

Interests: Communication, Research skills and Report writing