

MERLIN MARY ABRAHAM

MEDICAL SECRETARY/RECORDS DEPARTMENT & ADMINISTRATION ROLES.

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Visa status: visit visa



OBJECTIVE

To hold a position in Health Information Management as a health information manager in this organization where I can utilize my knowledge skills and experience for the overall growth and progress if the hospital.

EXPERIENCE

MEDICAL RECORDS EXECUTIVE/MEDICAL SECRETARY

AHALIA FOUNDATION EYE HOSPITAL (JCI ACCREDITED), PALAKKAD KERALA

AUGUST 2023 – MAY 2025

Responsibilities

- *Managed patient health records and documentation processes according to JCI accreditation standards.
- * Conducted EMR and manual audits to ensure accuracy and compliance.
- * Coordinated with clinical departments for timely record completion and release of information.
- * Prepared hospital statistics and Audit, maintained medico-legal files and registers.

Professional Experience

Intern-Medical Record Department. General Hospital, Kottayam

Nov 2022- Jan 2023

- As a part of our curriculum, I have a project on the topic- **“Policies and procedures used in the completion and management of discharge patients Records”**.
- During my project work I gathered information about coding, deficiency checking, indexing, tracking of medical records.
- Managed birth and death registrations in compliance with hospital and government regulations.

Intern-Cancer Registry Department Regional Cancer center, Trivandrum

July 2022

- Gained knowledge of ICD-O and ICD-10 coding in oncology records.
- Assisted in maintaining high-quality medical records for cancer patient care and research.

Intern-Medical Record Department. Thiruvalla Medical Mission Hospital.

March 2022

- Performed sorting, filing, indexing, and deficiency checking of medical records.

**Intern-Medical Records Department. Lourdes Hospital, Ernakulam.
September 2021**

- Observed hospital departmental workflows and learned documentation practices across multiple units.

PROJECT

- POLICES AND PROCEDURES USED IN THE COMPLETION AND MANAGEMENT OF DISCHARGE PATIENTS RECORDS.

SKILLS & COMETENCIES

- Medical Record Management (Manual & EMR)
- ICD-10 & ICD-O Coding
- Deficiency Checking & Indexing
- Good communication
- Self confidence
- Decision making
- Hospital Statistical Preparation
- Release of Information (ROI)
- Medico-Legal Files & Registers
- HIM Software & MS Office (Word, Excel)
- Data Confidentiality & Privacy Compliance
- Punctuality
- Problem solving
- Positive attitude

EDUCATION

2020 - 2023

MSC – MASTER OF MEDICAL DOCUMENTATION (FIRST CLASS)

**SCHOOL OF MEDICAL EDUCATION,
MG UNIVERSITY KOTTAYAM**

CERIFICATIONS

- PGDCA – Post Graduate Diploma in Computer Application.
- ICD- 10 & ICD-O Coding (Course-based learning during internships).

- **LANGUAGE**

- English
- Malayalam

ACHIEVEMENTS & TRAINING

- Attended Medrecon 2023 - MMM Hospital Chennai.
- Participated in multiple HIM webinars.
- Completed certificate course in PGDCA.