



ADHEENA NAVAS

MEDICAL RECORDS TECHNICIAN

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CAREER SUMMARY

Detail-oriented Medical Records Technician with 3+ years of combined experience (including hands-on training and hospital exposure) in Medical Records Departments across multi-specialty, super-specialty, government and teaching hospitals. Holds a BSc in Zoology and a Diploma in Computer Application with professional certification as a Medical Records Technician. Proven expertise in medical documentation, Insurance Documentation, ICD coding, EHR/HIS systems, audits, medico-legal records and adherence with NABH/JCI standards. Strong ability to maintain data accuracy, confidentiality and regulatory compliance.

EXPERTISE

Medical Coding | ICD-10 | ICD-10-CM | Cancer Coding | Medical Documentation | EHR/EMR | HIS | MRD Operations | Medical Audits | Hospital Statistics | Data Entry | Medical Terminology | Confidentiality Compliance | Medico-Legal Records | Quality Audits | Computer literacy | Typing Skills | Record Management | Physician Assisting | Insurance Documentation | Communication Skills | Leadership Quality

PROFESSIONAL EXPERIENCE

Sree Gokulam Medical College & Research Foundation, Venjaramoodu, Trivandrum

29/11/2023 - 12/01/2026

Medical Records Technician

- Executed end-to-end medical documentation processes, including record receipt, deficiency checking, assembling, coding, indexing and systematic filing.
- Processed patient requests for medical records, discharge summaries and medical certificates in observance with hospital policies.
- Prepared, verified, and maintained patient medical records required for insurance claims processing.
- Verified authorizations prior to release of confidential patient information, ensuring legal and ethical conformity.
- Managed medico-legal case (MLC) records in accordance with statutory and institutional protocols.
- Maintained confidentiality and secure storage of physical and electronic medical records.
- Coordinated with clinical departments to ensure timely submission and completion of case sheets.
- Performed ICD-10 coding for diagnoses and indexing procedures as per national guidelines.
- Entered accurate demographic and clinical data into HIS/MRD software systems.
- Conducted regular audits to identify incomplete or missing documentation and initiated corrective actions.
- Assisted in scanning, digitization and archival of medical records.
- Supported MRD quality improvement initiatives, NABH/JCI audits and departmental meetings.

TRAINING & HOSPITAL EXPERIENCE

Women & Children Hospital, Thycaud, Trivandrum

04/09/2023 - 10/09/2023

Medical Records Technician

- Executed end-to-end medical documentation including receiving, deficiency checking, assembling, coding, indexing and filing of records.
- Performed ICD-10 coding for inpatient and outpatient cases.
- Assisted in EHR operations and electronic record maintenance.
- Maintained daily IP and OP census data.
- Prepared statutory registers including birth and death records.
- Uploaded data for medical board certificate generation.

Government District Model Hospital, Peroorkada, Trivandrum

21/08/2023 - 26/08/2023

Medical Records Technician

- Managed medical documentation lifecycle including receiving, issuing and filing of records.
- Performed ICD-10 coding and indexing procedure in accordance with coding standards.
- Assisted with EHR data entry and system navigation.
- Maintained IP and OP census records.
- Prepared and updated birth and death registers.
- Ensured accurate and timely entry of medical board records.

Medical Records Technician

- Performed comprehensive medical documentation including cancer-specific record management.
- Conducted ICD-10-O cancer coding for oncology cases.
- Performed indexing procedures and systematic filing of medical records for accurate retrieval and compliance.
- Managed issuing of medical records to clinics and doctors for study and research purposes.
- Training at 7 clinics like A (Haematology, Lymph and bone marrow), B (head and neck), C (breast & CNS), D (gynaecological & urinary), E (chest & gastro), F (paediatric oncology) and G (Thyroid).
- Assisted in appointment booking, rescheduling and cancellation processes.

Government General Hospital, Neyyattinkara, Trivandrum

09/05/2023 - 19/07/2023

Medical Records Technician

- Assisted physicians during patient examinations, diagnoses, and treatment procedures.
- Executed medical documentation processes including receiving, deficiency checking, assembling, coding, indexing and filing of records.
- Performed ICD-10-CM coding for clinical documentation.
- Assisted in EHR system usage and data accuracy checks.
- Maintained IP and OP census and daily statistics.
- Uploaded data for medical board certificate generation.
- Received hands-on training in KASP (Kerala Arogya Suraksha Padhathi) insurance operations

EDUCATION

Medical Records Technician (Certification) – A Grade

DDU-GKY Nettani, Trivandrum

2023

Diploma in Computer Application – A Grade

Centre for Development of Imaging Technology, (C-DIT)

2022

BSc Zoology (96%)

University of Kerala

2020

Higher Secondary (88%)

SNHSS Chithara

2017

Secondary (96%)

GHSS Chithara

2015

ACTIVITIES & AFFILIATIONS

- National Cadet Corps (NCC) – C Certificate Holder
- National Service Scheme (NSS)

LANGUAGES

English | Malayalam | Tamil | Hindi

PERSONAL DETAILS

Date of Birth : 08-05-1998**Marital Status** : Married**Nationality** : Indian**Gender** : Female**DECLARATION**

I hereby declared that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge

ADHEENA NAVAS