

MRD - OFFICER

Qualification:

Graduate/Post Graduate/Diploma in Medical Records Science or BHMS/BAMS/BDS/BPT/B.Pharm./B.Sc. (Nursing) with Diploma or Masters in Healthcare Management.

Experience:

2 to 3 years of experience in Medical Records Department in NABH accredited Corporate / Multispecialty Hospital / Hospital attached with medical college.

Job Description:

- To develop policies and procedures relating to the Medical Record Department in accordance with the Chief Medical Administrator.
- Establishing, organizing, and managing a Medical Record Department with appropriate systems to provide and effective service in the hospital.
- Receiving the In Patient files from the ward and checking for deficiencies and arranging them in the chronological order and them give Coding according to the SOP.
- Preparing and maintaining medical reports, medical certificates, death register and notifying the concerned authorities and completing the procedures.
- Preparing monthly statistical reports like patients admitted or discharged on monthly basis or yearly basis, Doctors wise, Resultwise, Sex wise, Age wise, Department wise Inpatient statistics as required.
- Preparing Mortality, Morbidity, Trauma Statistics and Operation Procedure Statistics.
- Handling medical legal cases like Road Traffic Accident Cases, Burns and Poisoning, Assaults and Industrial Accident Cases, informing the police, Preparing the Wound Certificates, Attending the Court whenever required.
- Assisting the Medical Record Committee in designing and developing different forms required for hospital use like registers and medical records requisition forms.
- To observe professional ethics and to protect the confidentiality of information from unauthorized persons to keep medico legal records under safe custody.
- Cooperating with the medical, nursing and other staff persons in completing patient medical records.

Required Documents:

- Updated Resume with passport size photograph
- Copy of all Mark sheets & Degree Certificate and all previous experience letters.
- Last three months' salary slips / proof
- Copy of Aadhar Card and Pan Card

Salary: Negotiable and as per the company norms. PF, Bonus & Gratuity as per statutory norms.

Interested candidate may send their application with detailed resume to:

Head – HR, Gujarat Adani Institute of medical Sciences,
G. K. General Hospital, Opp. Lotus Colony, Bhuj – 370001
or email on : recruitment@gaims.ac.in