



MRIDUL DAS

**Medical Records Technician cum Admin Assistant**

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Date of birth: 27 Apr 1990 | **Nationality:** Indian | **Gender:** Male |

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Durjoynagar Hathipara Road, Landmark near Mobile Tower, 799009, Agartala, India

About me:

Over Six years' experience as a Medical Records Technician. Strong understanding of HIPAA requirements, strong knowledge of medical terminology. Knowledge of insurance and billing. Solid track record of retrieving medical records expert in entering patient's data. Experience with CPRS, Vista and Epic. Excellent customer service skills. Comfortable in handling any scale of medical records including the ability to sort and file documents in alphabetical and numerical order.

**WORK EXPERIENCE**

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30 APR 2021 - CURRENT - Agartala, India

**MEDICAL RECORDS MANAGER – COMPLETE DIABETIC CARE**

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- Used CPRS and Vista, to locate patient's information.
- Organized and managed patient's health information data.
- Retrieved patient medical records for physicians, technicians, or other medical personnel.
- Reviewed records for completeness, accuracy, and compliance with regulations.
- Released information to persons or agencies according to regulations.
- Maintained the highest level of confidentiality of all patients and business information.
- Verified record copies before handing each over to check for and remove unnecessary details.

Department of Health | Human health and social work activities | [completediabeticcare@gmail.com](mailto:completediabeticcare@gmail.com) |

<https://diabeticcare.cloudpatholab.com/> | Badurtali Ln, RMS Chowmuhani, 799001, Agartala, India

DEC 2017 - APR 2021 - Agartala, India

**MEDICAL RECORDS TECHNICIAN – TERESA DIAGNOSTIC CENTRE**

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- Scanned and processed in-patient, out-patient, same-day-surgery, observation and ER charts.
- Extensive training in Citrix/Cerner EMR system.
- Extensive knowledge and training in hospital chart measures.
- Validated and discharged the above -mentioned hospital charts.
- Assigned to a specific unit to scan and retrieve records.
- Reviewed all hospital records for quality control measures.
- Completed extensive, on-going training for HIPAA.

Department of Health | Human health and social work activities | [teresadcagtl@gmail.com](mailto:teresadcagtl@gmail.com)

<http://teresadiagnosticcenter.in/> |

Dr Shyama Prasad Mukherjee Rd, Krishna Nagar, 799001, Agartala, India

DEC 2016 - OCTOBER 2017 - Agartala, India

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## **FRONT LINE MEDICAL RECEPTIONIST – AASTHA DIAGNOSTIC CENTRE**

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- Manage front office of diagnostic center including answering phones, greeting patients, scheduling, insurance verifications, co-payment collection, facility inventory, and all operational procedures.
- Successfully managed information using cloud path clinical software, including sign-in, patient records, orders, and billing with 100% accuracy.
- Performed administrative and clerical tasks.
- Helped with scheduling, received payments, and prepared end-of-day reports.
- Investigate issues with past due invoices and use proven customer service strategies to reduce unpaid accounts by 22%

Department of Health | Human health and social work activities |

GB Bazaar, Near Fire Station, 799010, Agartala, India

MAR 2014 - OCT 2016 - Ahmedabad, India

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## **MACHINE OPERATOR SUPERVISOR – HIGHLY ELECTRICAL APPLIANCES INDIA PVT LTD**

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- Run air test each morning, ensuring CNC machine is operating correctly before feeding materials.
- Load heavy materials (Machine Shop) onto machines safely and efficiently, ensuring proper placement before starting production.
- Carefully monitor machine operation during production cycle, logging speed, positioning and feed rate.
- Served as crew lead for Eight-person team.
- Inspected equipment for defects and to verify proper calibration.
- Check and report flaws in equipment and fill out hourly inspection sheet protocol.

Machine Shop | Manufacturing | <http://www.highly.co.in/> |

National Highway 8A, Matoda, 382220, Ahmedabad, India

## ● **EDUCATION AND TRAINING**

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MAR 1998 - JUL 2008 - NH-11, Bikaner - Agra Rd, Kendriya Vidyalaya No. 1 Colony, Ranbakura, Cantonment, Bikaner, India

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### **HIGH SCHOOL DIPLOMA – Kendriya Vidyalaya Sangathan**

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#### **Field(s) of study**

- Generic programmes and qualifications

B+ | <https://no1sagarroad.kvs.ac.in/>

30 NOV 2011 - 29 NOV 2012 - Ujan Abhoy Nagar, Agartala, Tripura, Agartala, India

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### **FOUNDATION COURSE – Madurai Kamaraj University**

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#### **Field(s) of study**

- Business, administration and law

[www.mkudde.org](http://www.mkudde.org)

31 JAN 2013 - 24 FEB 2014 - Plot No.5003, Mehmedabad Road, Phase IV, GIDC Estate, Vatva, Ahmedabad, India

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### **CNC MACHINE OPERATOR CERTIFIED – Indo German Tool Room**

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#### **Field(s) of study**

- Engineering, manufacturing

<https://www.igtrahd.com/>

<http://en.highly.cc/>

18 DEC 2019 - V74H+49V, Gorkhabasti, 79 Tilla, Agartala, Agartala, India  
**DISTRICT LEVEL WORKSHOP ON PC PNDT ACT AND RULES – Government of Tripura**

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<https://health.tripura.gov.in/>

## ● LANGUAGE SKILLS

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Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b> B2		B2	B2	B2	B2
<b>HINDI</b> C2		C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user.

## ● DIGITAL SKILLS

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Client relations | Inventory Control | work well under pressure | Data Entry & Organization of Data | Administrative support | Billing | Database Management | Medical Recordkeeping | Customer Services | Very good communications skills | Organization planning and punctuality | Business operations | Team-work oriented | Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google | Good listener and communicator | Ability to learn quickly, listen and communicate with others, correctly and motivated | Responsibility

## ● PASSPORT

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7 MAR 2014 - 6 MAR 2024

**INDIAN PASSPORT**

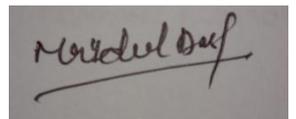
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PASSPORT NO - L7672464

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I hereby declare that the information furnished above is true to the best of my knowledge. I take full liability for the correctness of the information.

Agartala, India



Mridul Das