

CURRICULUM VITAE

Name : **NEPTUE JOSEPH**

Sex : Male

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Place of Issue : **Brunei Darussalam**
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❖ Educational Qualifications

Exam Passed	Course	Elective Subjects	Institution/ University	Year	Grade
Post Graduation	Master of Applied Science- Medical Documentation	Medical Record Science, Clinical Coding, Hospital Statistics, Hospital Administration	School of Medical Education Mahatma Gandhi University	2002	First Class
Graduation	Bachelor of Science- Zoology	Main : Zoology Subsidiaries : Chemistry, Botany	C.M.S College, Kottayam Mahatma Gandhi University	1999	First Class

Semester wise Performance (Medical Documentation) *

Semester	Year	% of Marks
Semester I	2001	62
Semester II	2002	62
Semester III	2002	64
Semester IV	2002	82

* Please see Annexure VII for details.

Training Undertaken : 2 months Project and Training in MRD, **Mallya Hospital**, Bangalore, Karnataka.

: In Medical Records and Clinical Service Divisions,
Regional Cancer Centre, Thiruvananthapuram, Kerala

: In MRD, **Sree Chitra Tirunal Institute For Medical Sciences and Technology**, Thiruvananthapuram, Kerala

❖ **Employment History**

#	Employment Period	Position Held	Organization	Organization Details
1	From: 01/10/2018 To: Till date	Acting Health Information Manager	Jerudong Park Medical Centre Jerudong Park BG 3122, Brunei Darussalam	Jerudong Park Medical Centre (JPMC) is the major Private Multi-Specialty Hospital in Brunei Darussalam. The hospital is accredited by Joint Commission International .
2	From: 01/01/2016 To: 30/09/2018	Senior Medical Records Officer		
3	From: 16/07/2013 To: 31/12/2015	Medical Records Officer		
4	From: 19/08/2008 To: 06/06/2013	Medical Records Officer	Alchemist Hospitals Limited (AHL) Sector 21, Panchkula, Haryana	AHL is a 100 bedded hospital commissioned as per international standards; and is currently pursuing for NABH & JCI accreditations. The MRD plays a vital role in the entire accreditation process from standardization of medical and/or non medical forms/ format to the development of Policies, procedures and dept. specific SOPs.
5	From: 24/07/2007 To: 23/07/2008	Medical Coder	Saad Specialist Hospital P.O Box 30353, Al-Khobar 31952, Saudi Arabia	The Saad Specialist Hospital (SSH) a pioneer in the field of healthcare in the Middle East is a 375 bedded state-of-the-art tertiary care center. SSH is accredited by the Joint Commission International (JCI) & College of American Pathologists (CAP) .
6	From: 15/12/2004 To: 06/07/2007	Medical Records Officer	Tata Memorial Centre (Tata Memorial Hospital & Advanced Centre for Treatment, Research & Education in Cancer Dr. E. Borges Road, Parel, Mumbai, India	The Tata Memorial Centre is the national comprehensive cancer center under the administrative control of Department of Atomic Energy, Govt. of India . Every year nearly 30,000 new patients visit the clinics & over 1000 patients attend the OPD daily for consultation & follow-up treatment.
7	From: 23/05/2002 To: 07/12/2004	Head, MRD (Medical Records Executive)	Jehangir Hospital 32 Sassoon Road, Pune, Maharashtra State	Jehangir Hospital in Association with Apollo Hospitals Group is a 350 bedded Multi-disciplinary superspecialty hospital of international standard. The hospital is accredited by National Accreditation Board for Hospitals & Healthcare Providers (NABH). NABH is an Institutional Member of the International Society for Quality in Health Care (ISQua)

❖ **Skills**

: Management, Staff Relations, Policy and Procedure development, Coding & Classification according to ICD & ICP (Manual & Computerized)

❖ **Computer Education**

- ✓ CCC of DOEACC, Delhi
- ✓ Operating Systems - DOS, Windows
- ✓ Application Programs - Word, Excel, Power Point, Lotus 123, Photoshop 6.0, CoreIDRAW 12
- ✓ Languages - C Programming
- ✓ DBMS - Visual Foxpro, **MS Access**

Designed & developed robust application programs in Microsoft Access for the following:

- *Asset Management*
- *Computerized Physician Order Entry (NICU Management software)*
- *JCI Library of Measures (I-PC-01, I-PC-02, I-PC-05, I-NSC-4, I-NSC-5)*
- *Doctors Information Database*
- *Medical Records Deficiency checking, Analysis & Chart Completion Module*
- *Corporate Billing (ECHS/ CGHS)*
- *Medical Records Tracking*
- *Nursing Day & Night Report with Daily BED CENSUS.*
- *Registration Module with Barcoded ID Card Generation*
- *Medical Records Archiving Module (For Scanning, Indexing & Retrieval of Out-patient records), and Scanning, Indexing & Archiving of Multi-page Inpatient records (In PDF, TIFF Formats) with advanced file compression options.*

ANNEXURES:-

- Annexure - I** : Job Profile, Acting Health Information Manager- JPMC, Brunei
- Annexure - II** : Job Profile, Medical Records Officer- Alchemist Hospitals
- Annexure - III** : Job Profile, Medical Coder – Saad Specialist Hospital
- Annexure - IV** : Job Profile, MRO – Tata Memorial Hospital
- Annexure - V** : Job Profile, MRO - ACTREC
- Annexure - VI** : Job Profile , Executive, MRD - Jehangir Hospital
- Annexure - VII** : Semester Wise Performance

DECLARATION

I the under signed hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

NEPTUE JOSEPH

ANNEXURE - I

JOB PROFILE

Organisation : **Jerudong Park Medical Centre**
Designation : **Acting Health Information Manager**
Department : **Medical Records Department**
Working Hours : **44 hours/ week**

Duties & Responsibilities

- ❖ Ensuring implementation and monitoring the compliance of all JPMC and Departmental policies and procedures.
- ❖ Preparation of department's Annual Business Plan, CAPEX Proposal, Staff Budget.
- ❖ Statistical support to hospital QA, QPS & PCI Team in compiling the Hospital wide quality indicators.
- ❖ Develop and implement systems, procedures and standards for accurate compilation, analysis and processing of diagnostic classifications.
- ❖ Devise and implement new systems of medical records maintenance and management including storage, retrieval, disposal, compilation and analysis.
- ❖ Recommend, implement and maintain policies and procedures for Medical Record Department including development of mechanisms for ensuring compliance.
- ❖ Assist in the development of Hospital policies and procedures relating to medical records.
- ❖ Plan and develop medical records standards to meet the mission and vision of the organization including related accrediting standards.
- ❖ Compile and report the daily bed census and Clinical Productivity MIS reports including verification of accuracy and reconciliation with inpatient records.
- ❖ Implement necessary actions to correct systemic, performance and functional deficiencies.
- ❖ Mid-year and Annual Staff Performance Reviews.
- ❖ Implement teaching programs for staff development.
- ❖ Develop orientation programs for new staff.
- ❖ Recommend equipment and software to facilitate medical records activities.
- ❖ Compile various statistical reports as required by governmental agencies.
- ❖ Oversee the Diagnosis & Procedure Coding & classification (ICD-10, ICD-10-AM & ICPM)
- ❖ Abstract and retrieve medical data used for evaluation, planning and research health related programs and medical investigations.
- ❖ Conduct medical record audits including Closed Record Review and its analysis.
- ❖ Member of JPMC Quality Council, Occupational Health & Safety Committee.

ANNEXURE - II

JOB PROFILE

Organisation : **Alchemist Hospitals Ltd.**
Designation : **Medical Records Officer**
Department : **Medical Records Department**
Working Hours : **51 hours/ week**

Duties & Responsibilities

- ❖ Daily MIS generation – Preparation of Daily, Monthly, Quarterly and annual hospital statistics
- ❖ Information Analysis (Deficiency Checking)
- ❖ Release of information (ROI)
- ❖ Closed & Open Record Audits
- ❖ **NABH** & Other Accreditation and/or Empanelment activities.
- ❖ Medico-legal case processing
- ❖ Diagnosis coding – ICD-10, & procedure classification with ICPM
- ❖ Managing the Filing / Retrieval of IP records
- ❖ Notification of Notifiable / communicable diseases
- ❖ Periodic notifications to Govt. agencies – PNDDT, Blood bank, MTPs, Deliveries, Immunizations, AFPs, Psychiatric cases and Ophthal cases.
- ❖ Protects the privacy of both physicians and patients by ensuring the safekeeping of records
- ❖ Forms designing & Standardization of Forms and formats
- ❖ Hospital Tariff Control & Updating (Administration of Back office Module)
- ❖ Notification of Birth & Deaths
- ❖ Coordination of Medical document's printing
- ❖ Assist in training junior staff and functioning as a resource person
- ❖ Performs daily and monthly Quality Assurance audits or as often as required
- ❖ Advt. & PR activities

ANNEXURE - III

JOB PROFILE

Organisation : **Saad Specialist Hospital, KSA**
Designation : **Medical Coder**
Department : **Health Records Department**
Working Hours : **48 hours/ week**

Duties & Responsibilities

- ❖ Collecting, classifying, coding, and reporting clinical data and ICD-9CM/ ICD-10AM and CPT coding of inpatient/outpatient/ER records
- ❖ Assist in training junior staff and functioning as a resource person
- ❖ Tumor Registry Abstraction to access and abstract new cancer charts on patient diagnosed and/or treated at the hospital and outpatient facilities
- ❖ Audits coded and abstracted In-patient, ER and OPD records with 100% accuracy, using a variety of coding conventions, and coding guidelines (ex: ICD-9 CM, ICD-10 AM, CPT- and HCPCS, DRG methodology)
- ❖ Participates in coding quality audits, and chart review as applicable
- ❖ Prepares reports utilizing the coding system's report writer
- ❖ Protects the privacy of both physicians and patients by ensuring the safekeeping of records
- ❖ Performs daily and monthly Quality Assurance audits or as often as required
- ❖ Provides training/education to new staff or as required
- ❖ Utilizes the online computerized systems for Coding, Cancer Registry and Chart Deficiency Analysis system advise accordingly.

ANNEXURE - IV

JOB PROFILE

Organisation	: Tata Memorial Hospital
Designation	: Medical Record Officer
Department	: Department of Medical Records, Bio-statistics & Epidemiology
Position	: In-charge, Medical Records Section
Working Hours	: 42.5 hours/ week

Duties & Responsibilities

- ❖ Leading the Medical Records Section
- ❖ Supervising the filing, retrieval; File issue & File receiving.
- ❖ Maintain Operation index
- ❖ Assisting the Hospital Based Cancer Registry (HBCR) Team
- ❖ Monitoring the patient's appointment & follow-ups.
- ❖ Monitoring the data entry in Medical Records Tracking program
- ❖ Coding & Indexing
- ❖ Policy & procedure development
- ❖ Pruning of inactive case-files.
- ❖ Supervising the scanning of case-files.
- ❖ Liaising with ACTREC's Medical records section
- ❖ Supervising the MRD staff

ANNEXURE - V

JOB PROFILE

Organisation	: Tata Memorial Centre- ACTREC, Kharghar
Designation	: Medical Record Officer
Department	: Epidemiology & Clinical Trials Unit (ECTU)
Position	: Incharge of Medical Records
Working Hours	: 42.5 hours/ week

Duties & Responsibilities

- ❖ Preparation of Monthly, Quarterly & Yearly Hospital Statistics
- ❖ Monitoring the daily Ward Census
- ❖ Data Analysis & preparation of indicators
- ❖ Medical record forms designing & control
- ❖ Monitoring Medical Records printing & procurement
- ❖ Maintaining Medical record forms' inventory
 - Stationery Procurement
 - Storage
 - Issue to user departments
- ❖ Monitoring
 - Daily Registrations
 - Hospital No. allotment
 - Admissions
 - Discharges
 - Stationery Utilization
- ❖ Updating Operations Register
- ❖ Qualitative & Quantitative Deficiency Checking
- ❖ Preparation & maintenance of Health Information databases

ANNEXURE - VI

JOB PROFILE

Organisation	: Jehangir Hospital, Pune, INDIA
Designation	: Executive
Department	: Medical Records Department
Position	: Head of the Department
Working Hours	: 48 hours / week

Duties & Responsibilities

- ❖ Qualitative and Quantitative Deficiency Checking of Medical Records.
- ❖ Preparation of Monthly, Quarterly and Yearly Hospital Statistics.
- ❖ Operating the Health Information Management Software.
- ❖ Coding and Classification of Diseases & Procedures using ICD -10 and ICP of WHO.
- ❖ Issuing of Birth / Death/ Treatment Certificates.
- ❖ Informing the Corporation on Births, Deaths and other Notifying diseases.
- ❖ Insurance and Reimbursement Claim Processing.
- ❖ Effective Management of Space and Manpower.
- ❖ Intra/ Inter- Office Communication for Information/ Data sharing.
- ❖ Standardization of Medical Record Department Procedures.
- ❖ Policy and Procedure Development and Implementation.
- ❖ Preparation of Annual Operating Plans(A.O.P)
- ❖ Maintaining an Assembled, Deficiency checked, Indexed, Classified and Color Coded Medical Record that meets the International Standard.
- ❖ Assisting the Mortality Audit Committee.
- ❖ Information handling and retrieval by keeping the Confidentiality of Medical Record
- ❖ Forms Designing & Control.
- ❖ Medico- Legal Case Handling.

