NEPTUE JOSEPH

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BRIEF PROFILE:

ABOUT ME:
Born to **Prof. Joseph Thomas** & **Gracy Joseph** at Kottayam District, Kerala State, INDIA as their 2nd child on **21st of April 1979**. Completed the primary education at EHS, Kothanalloor, Kerala State, India

EDUCATION:
- 10th Standard : At EHS, Kothanalloor, Kerala on **1994**

- 10+2 (Pre-degree) : At CMS College, Kottayam, Kerala on **1996**

- Graduation : At CMS College, Kottayam, Kerala - Completed the Bachelor of Science (B.Sc) degree in **Zoology** with Botany & Chemistry as subsidiaries in FIRST class during **1999**.

- **Masters** : At School of Medical Education, Mahatma Gandhi University Meritoriously passed the Degree of Faculty of Medicine in **Medical Documentation** (Health Information Management & Clinical Coding in FIRST Class during 2002.

- Computer Course : Completed the Certificate Course on Computer Concepts (CCC) Of DOEACC Society, New Delhi – in **A Grade** during **2000**.

TRAININGS:
- JCI Practicum : Attended an **International Practicum** on Quality Improvement and Accreditation at Singapore conducted by **Joint Commission International**

- Basic Biostatistics : By PAPRSB Institute of Health Sciences, University Brunei Darussalam,   Brunei Darussalam
Topics: Descriptive & Inferential Statistics, Numerical and Categorical data analysis, SPSS data management

- ISO- Compliant Records Management & Control : By Philippine Records Management Association (PRMA), Philippines
Topics: ISO-15489, ISO-23081

PROFESSIONAL BACKGROUND:
- Oct '18 – Till date : As **Acting Health Information Manager** at Jerudong Park Medical Centre, Jerudong Park, BG3122, Brunei Darussalam.

- Jan '16 – Sep '18 : As **Senior Medical Records Officer** at Jerudong Park Medical Centre, Jerudong Park, BG3122, Brunei.

- Jul '13 – Dec '15 : As **Medical Records Officer** at Jerudong Park Medical Centre, Jerudong Park, BG 3122, Brunei Darussalam

- Aug '08 – Jun '13 : As **Medical Records Officer** at Alchemist Hospitals Limited, Sector 21, Panchkula, Haryana, India

- Jul '07 – Jul '08 : As **Medical Coder** at Saad Specialist Hospital, Al-Khobar, KSA.

- Dec '04 – Jul '07 : As **Medical Records Officer** (**Scientific Officer**) at Tata Memorial Center (Tata Memorial Hospital & Advanced Center for Treatment, Research & Education in Cancer (ACTREC), Mumbai, India

- May '02 – Dec '04 : As **Medical Records Executive** (Head-MRD) at Jehangir Hospital (Apollo Hospitals Group), Pune, Maharashtra, India

COMPUTER EXPOSURE:

- Currently developing various Health Information Management Databases in **MySQL & PHP**
- Experience in working with Microsoft **Word**, **Excel**, **Power point**, **Photoshop**, **CorelDRAW**, **Visual Foxpro**, **MySQL, PHP, Microsoft Access**, **Microsoft Visio**, **Visual Basic 6** etc
- Experience in designing and development of powerful Database Management Systems (DBMS)

SUMMARY:

I'm a **Health Information Management professional** having,

1) A Master's degree in **Health Information Management** (Master of Applied Science- Medical Documentation, Faculty of Medicine) after completing the Bachelor of Science degree in Zoology.
2) A **Certification in Computer Concepts**.
3) More than 15 years of experience in **Health Information Management, Clinical coding & database development**.
4) Competent in designing and development of Health Information Database programs literally in minutes (Microsoft Access, MySQL+PHP).
5) Currently operating and maintaining more than a **dozen databases**.
6) Hands on experience in Data aggregation and management, worked as a Scientific Officer/ Medical Records Officer at **Epidemiology & Clinical Trials Unit** (ECTU) of Asia's biggest Cancer Research and treatment Centre- The **Tata Memorial Centre** (Tata Memorial Hospital and Advanced Centre for Treatment, Research and Education in Cancer (ACTREC) under **Department of Atomic Energy** (DAE), Government of India.
7) Through understanding of Microsoft excel and **statistical programs** like SPSS, Epi Info.
8) Hands-on experience in **Healthcare Quality & Accreditation**- NABH, JCI, ACHSI.
9) Organizing the compilation, systematic and timely reporting of more than **100 quality indicators** as part of organization-wide **Quality Improvement and Patient Safety Program** and methodically update the Hospital wide **Quality Indicator Dashboard**.
10) Experience in coding using **coding** conventions like ICD-10, ICPM, ICD-10-AM, ICD-10-PCS, ICD-O. Experience in using 3M Codefinder software.
11) Through understanding of healthcare **Management Information Systems** (MIS) and bio-statistics.
12) Currently the member of Hospital **Quality Council**, Occupational Health & Safety Committee, Co-leader of Quality Improvement & Patient Safety, Member of "Assessment of Patient" & "Management of Information" committees.

AWARDS AND CERTIFICATES:

- Received **Good Performance Award** twice from Alchemist Hospitals. ([November 2010](), and on [May 2013]() for the contributions during [2009-10]() and [2012-13]() respectively).
- Received **Certificate of Appreciation** from **Jerudong Park Medical Centre** for the Contributions to **JCI-QPS** as a **Core Team Member.**
- Received a **Letter of Appreciation** from our **Executive Director & Medical Director**, Dato Dr. Isham Jaafar for my contributions towards the **JCI re-accreditation**.
- Received the **Certificates of Appreciation** on November 12, 2017 from **Yang Mulia Dato Seri Paduka Awang Haji Hisham bin Haji Mohd Hanifah**, Deputy Minister of Finance, Ministry of Finance, Brunei Darussalam and Chairman, JPMC

  - o [Co-Leader, Assessment of Patients (AOP)]()
  - o [Resource Person, Quality Improvement Projects (2014-17)]()
  - o [Core Team Member, Management of Information (MOI)]()
  - o [Core Team Member, Quality Improvement and Patient Safety (QPS)]()
  - o [Quality Link Staff, Quality Improvement Projects (2014-17)]()