

Etietop Felix Ekong

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10 Uso Atai Eket Akwa Ibom State Nigeria

OBJECTIVES

to utilize my professional skills and experience in a renowned organization. Also, to join a developing organization that will offer me different responsibilities to challenge my skills and abilities for growth of the organization.

EDUCATION

Ecole De Techniciens Superieur Du Benin

2022 | B.Sc. In Management Information System

Revelation Secondary School

2016 | WAEC / NECO

A.M.E Zion Primary School

2010 / FLSC

EXPERIENCE

Medical Records Officer 2023 - Present

Immanuel General Hospital | Eket Akwa Ibom State Nigeria

DUTIES

- Analyzing trends and communicating these to the management.
- Compile and maintain patient's medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Participate in preparation of outpatient and inpatient monthly reports.
- Scanning onto the system and safe storage of hard copy consent forms.
- Filing, i.e., patients' files, reports, birth notification forms and other key correspondences.

- Process patient admission and discharge documents.
- Review records for completeness, accuracy, and compliance with regulations.
- Collection and filing, including electronically, of reports of other departments on a daily, weekly, and monthly basis.
- Extract and analyses hospital and maternity data and statistics.
- Release information to persons and agencies according to regulations
- Preparation of quarterly/monthly meeting minutes.
- Extracting from the Electronic Health Record hospital and maternity monthly reports.
- Maintaining hospital surveillance reports.
- Maintain confidentiality and privacy of all medical records

Health Clerk 2022 – 2022**Ekson Construction Company Limited | Eket Akwa Ibom State Nigeria****DUTIES**

- Pre-placement screening
- Safety critical medicals
- Health surveillance
- Management referrals for health issues
- Drug and alcohol testing
- Well-being programmers
- Workplace assessments
- Health risk assessments

Medical Records Officer (Industrial Training) 2021 –2021**Immanuel General Hospital | Eket Akwa Ibom State Nigeria****DUTIES**

- Entering patient details into the hospital system / folders
- Maintain confidentiality and privacy of all medical records
- Filing, i.e., patients' files, reports, birth notification forms and other key correspondences.
- Review records for completeness, accuracy, and compliance with regulations.
- Collection and filing, including electronically, of reports of other departments on a daily, weekly, and monthly basis.

SKILLS

- Microsoft Word,
- Customer Service,
- Digital Marketing,
- Data Entry, Book Keeping / Filing,
- Team Building.
- Diagnostic tests
- Treatment protocols
- Basic grooming assistance