



Etietop Ekong

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Summary

Skilled Medical Records Clerk with over 1 year experience maintaining accurate and up-to-date patient records at Immanuel General Hospital. Adept at compiling patient medical histories, processing admission/discharge documents, and upholding privacy regulations. Hold a Bachelor's Degree in Health Information/Medical Records Administration. Knowledgeable of medical coding systems like ICD-10, CPT and HCPCS. Background in data analysis, report preparation and electronic record keeping. Strong communication and administrative abilities. Detail-oriented with commitment to confidentiality.

Additionally possess over 2 years of experience as a successful Social Media Manager for OctaveMal Jewelry Accessories, with accomplishments including growing website traffic 30% and online sales 25% through strategic digital marketing campaigns. Skills include content creation across social platforms, analytics using Google and other tools, and crafting high impact campaigns that engage consumers. Passionate about connecting brands and customers through innovative social media strategies.

Experience



Medical Records Clerk

Immanuel General Hospital

Jan 2023 - Present (7 months)

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 rec



Medical Clerk

Ekson Construction Company limited

Oct 2022 - Dec 2022 (3 months)

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



Social Media Manager

OctaveMal Jewelry Accessories

Sep 2020 - Aug 2022 (2 years)



Medical Records Clerk

Immanuel General Hospital Eket

Jun 2021 - Sep 2021 (4 months)

Provide administrative support to medical doctors, specialists, and patients.

Served as a member of the Medical Records Standards Team, which developed a system wide process established to increase patient satisfaction and customer service.

Completed and submitted timely, accurate personal productivity reports to supervisor or supervisor's designee regarding scanning and indexing of electronic medical records

Education



Ecole de Techniciens Supérieurs du Bénin - Université de la Grâce

Bachelor of Science - BS, Health Information/Medical Records Administration/
Administrator

Sep 2019 - Oct 2022



Revelation Secondary School Eket Akwa Ibom State Nigeria

WASSCE : Physics Maths, biology, Chemistry Agriculture Civic Education Marketing,
English , Science

Sep 2012 - Aug 2016

Licenses & Certifications



Health inequality monitoring foundations: Health data disaggregation - World Health Organization



Influenza Prevention And Control - World Health Organization



Digital Marketing - Google



Introduction to the clinical management of rape and intimate partner violence in humanitarian settings - World Health Organization

OpenWHO



Mental health and psychosocial support: Clinical management of rape and intimate partner violence in humanitarian settings - World Health Organization

OpenWHO



Management of intimate partner violence in humanitarian settings - World Health

Organization

OpenWHO



First line support: Clinical management of rape and intimate partner violence in humanitarian settings - World Health Organization

OpenWHO



Clinical management of rape - World Health Organization

OpenWHO

Skills

written & Verbal Skills • Search Engine Optimization (SEO) • Sales • Instagram • Product Development
• Social Media Marketing • Digital Strategy • Public Relations • Advertising • Online Advertising