



NEPTUE JOSEPH

MEDICAL RECORDS / HEALTH INFO. MANAGEMENT PROFESSIONAL

PROFILE:

I am a **Medical Records / Health Information Management (HIM)** professional having a **Masters' degree (Master of Applied Science)** in **Medical Documentation** with over **20 years** of experience in **Medical Records Management/ HIM, Clinical Coding, MIS and Biostatistics, Quality Assurance, Software** programming, designing and development of Database Management Systems (**DBMS**) in **Microsoft Access** and **SQL+PHP** based platforms.

Meritoriously completed the **Google Data Analytics Professional Certificate**- a rigorous, hands-on program that covers the entire scope of the data analysis process; and a **Specialization viz Data Visualization & Dashboarding with R** offered by **Johns Hopkins University**.

I'm having excellent understanding and proficiency of platforms for effective **data analysis**, including **SQL, Spreadsheets, Tableau, Power BI, MS Access, SPSS & R**, along with strong communication, organizational, and analytical skills. Worked as **Medical Records Officer** at Epidemiology & Clinical Trials Unit (ECTU) at one of **Asia's biggest Cancer Research and Treatment Centre**- The Tata Memorial Centre, under the **Department of Atomic Energy (DAE)**, Government of India.

Hands-on experience in **Healthcare Quality & Accreditation** programs such as **NABH** and **JCI**.

Led the **Medical Records Department** of three different centers at the same time- The **Jerudong Park Medical Centre, The Brunei Cancer Centre** and the **Brunei Neuroscience, Stroke and Rehabilitation Centre** at their very first **JCI Accredited** facility at **Brunei Darussalam**, wherein I was a member of **Hospital Quality Council, Occupational Health & Safety (OHS) Committee, Co-leader of Quality Improvement & Patient Safety, Member of "Assessment of Patient" & "Management of Information"** committees.

Received numerous **certificates of recognitions** over the course of my career (*ref. pg.3*).

WORK EXPERIENCE:

- **Manager- Health Information Management** Jun 5, 2022 – Till date
Health Assurance Hospitals- DHAMAN, Kuwait
- **Health Information Management Systems Developer** Oct 9, 2020 – Jun 3, 2022
Freelance, Kerala, India
- **Acting Health Information (Medical Record) Manager** Oct 1, 2018 – Oct 8, 2020
Jerudong Park Medical Centre, Brunei Darussalam
- **Senior Medical Records Officer** Jan 1, 2016 – Sep 30, 2018
Jerudong Park Medical Centre, Brunei Darussalam
- **Medical Records Officer** Jul 16, 2013 – Dec 31, 2015
Jerudong Park Medical Centre, Brunei Darussalam
- **Medical Records Officer** Aug 19, 2008 – Jun 6, 2013
Alchemist Hospitals Limited (AHL), Panchkula, India
- **Medical Coder** Jul 24, 2007 – Jul 23, 2008
Saad Specialist Hospital, Al-Khobar, Saudi Arabia
- **Medical Records Officer** Dec 15, 2004 – Jul 6, 2007
Tata Memorial Centre, Mumbai, Navi Mumbai, India
- **Medical Records Executive** May 23, 2002 – Dec 7, 2004
Jehangir Hospital, Pune, India

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SKILLS

- HIM
- Clinical Coding
- MIS and Biostatistics
- Data Analysis
- R Programming
- RStudio, Power BI
- Tableau, DataViz
- Shiny & Flexdashboard
- SPSS
- Microsoft Access, Visio, Word, Excel
- MySQL, PHP
- Quality Assurance
- NABH, JCI

ACADEMIC

- Master of Applied Science- Medical Documentation
- Certificate Course on Computer Concepts (CCC)
- B.Sc - Zoology
- **Google Data Analytics**

PROFESSIONAL

TRAINING

- JCI Practicum
- Basic Biostatistics
- ISO- Compliant Records Management & Control

EDUCATION:

- **Master of Applied Science- Medical Documentation** Jun 1, 2000 - Apr 30, 2002
School of Medical Education, Mahatma Gandhi University • Kottayam, Kerala

Meritoriously passed the Degree of Faculty of Medicine in Medical Documentation (Health Information Management & Clinical Coding in **FIRST Class** during 2002

- **Certificate Course on Computer Concepts (CCC)** Jan 8, 2000 – Sep 20, 2000
NICT Computers, DOEACC Society • Kottayam

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

- **Bachelor of Science- Zoology** Jun 1, 1996 – Apr 30, 1999
C.M.S College, Mahatma Gandhi University • Kottayam, Kerala

Completed the Bachelor of Science (B.Sc) degree in Zoology with Botany & Chemistry as subsidiaries in **FIRST class** during 1999

- **Google Data Analytics Professional Certificate** Jun 19, 2021

LICENSES & CERTIFICATIONS:

- [Data Visualization & Dashboarding with R Specialization](#) by Johns Hopkins University
- [Data Visualization Capstone](#) by Johns Hopkins University
- [Publishing Visualizations in R with Shiny and flexdashboard](#) by Johns Hopkins University
- [Advanced Data Visualization with R](#) by Johns Hopkins University
- [Data Visualization in R with ggplot2](#) by Johns Hopkins University
- [Getting Started with Data Visualization in R](#) by Johns Hopkins University
- [Introduction to Statistics & Data Analysis in Public Health](#) by Imperial College London
- [Google Data Analytics Specialization](#) by Coursera | Google
- [Data Analysis with R Programming](#) by Coursera | Google
- [Share Data Through the Art of Visualization](#) by Coursera | Google
- [Analyze Data to Answer Questions](#) by Coursera | Google
- [Process Data from Dirty to Clean](#) by Coursera | Google
- [Prepare Data for Exploration](#) by Coursera | Google
- [Ask Questions to Make Data-Driven Decisions](#) by Coursera | Google
- [Foundations: Data, Data, Everywhere](#) by Coursera | Google

SKILLS:

- Health Information Management
- Clinical Coding (ICD, ICPM, ICD-10-PCS, ICD-10-AM, ICD-9-CM, ICD-O)
- **Data Analysis, Data Cleaning, Data Visualization, R Programming, Data Driven Decision Making, Calculation and Analysis in SQL and Spreadsheets, Effective Presentations (DataViz) using R, Shiny & Flexdashboard.**
- Database Development in **Microsoft Access**, MySQL, Excel
- Microsoft Office Applications (Microsoft Word, Excel, PowerPoint, Visio, Teams)
- Experience in Healthcare Quality & Accreditation- NABH, JCI

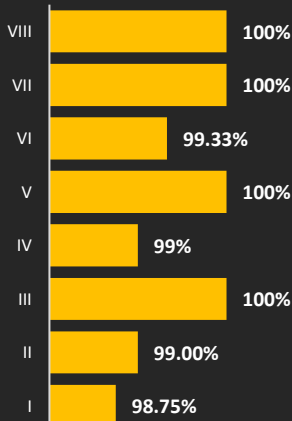
TRAININGS UNDERTAKEN:

- **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. **Topic(s):** Descriptive & Inferential Statistics, Numerical and Categorical data analysis, SPSS data management.
- **ISO-Compliant Records Management & Control:** By Philippine Records Management Association (PRMA), Philippines. **Topic(s):** ISO-15489, ISO-23081



Google Data Analytics

Course Wise Grade



VOLUNTEER WORK:

Acting Health Information Manager, SMRO, MRO
Jerudong Park Medical Centre • Jerudong Park

Jul 2013 - Oct 2020

Developed more than two dozen of Health Information Management database programs to enhance operational efficiency and for the obtaining and maintaining the Joint Commission International Accreditation

Medical Records Officer

Alchemist Hospitals Ltd • Panchkula

Aug 2008 – Jun 2013

Developed a Medical Records Scanning, Indexing and Archiving System, a Doctors Information Database, Nursing Census Module, CTVS Discharge Summary cum Operation Records System etc

AWARDS AND HONORS:

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

Letter of Appreciation

2017

- Received a Letter of Appreciation from our **Executive Director & Medical Director & Minister of Health** Dato Dr. Isham Jaafar for my contributions towards the JCI re-accreditation.

Certificate of Appreciation

2014

- Received Certificate of Appreciation from Jerudong Park Medical Centre for the Contributions to JCI-QPS as a Core Team Member.

Good Performance Award

2010

- Received Good Performance Award twice from Alchemist Hospitals. (November 2010, and in May 2013 for the contributions during 2009-10 and 2012-13 respectively)



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