

ATHIRA VINOD

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PROFESSIONAL SUMMARY

Detail-oriented Health Records Specialist with experience in patient data management, record scanning, and maintaining accurate medical documentation in compliance with hospital standards. Skilled in Meditech systems, terminal digit filing, quantitative and qualitative analysis, and patient information processing. Demonstrates strong attention to detail, accuracy, and the ability to work independently or collaboratively within multidisciplinary healthcare teams. Committed to equity, diversity, and inclusion in healthcare practices.

CORE SKILLS

- Patient Health Information Processing & Scanning (Meditech)
 - Terminal Digit Filing & Record Organization
 - Quantitative & Qualitative Data Analysis
 - Medical Record Accuracy & Documentation Management
 - Computer Literacy & EMR/Database Management
 - Typing Speed: 40 WPM
 - Knowledge of Medical Terminology
 - Effective Written & Verbal Communication
 - Team Collaboration & Independent Work
 - Attention to Detail & Task Prioritization
 - Equity, Diversity & Inclusion Awareness in Healthcare
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PROFESSIONAL EXPERIENCE

TFIB | Brampton, ON | Present

- Communicate daily with external agencies and service providers, including calling insurance companies to verify details, resolve issues, and follow up on pending items.
- Manage A/R follow-ups, track outstanding cases, and maintain accurate financial records using QuickBooks.
- Draft clear and professional letters, emails, and documentation for clients, vendors, and insurance partners.
- Handle front-desk responsibilities: greeting clients, answering multi-line phone systems, scheduling, and managing daily inquiries.

- Oversee data entry and registration tasks with high accuracy and confidentiality.
- Maintain digital and physical filing systems, ensuring timely updates and organized documentation.
- Provide flexible support across office operations—administration, scheduling, customer follow-ups, and clerical needs.
- Known for strong communication, problem-solving, and maintaining a positive and organized work environment.

Health Records & Administrative Coordinator

KIMS Hospital, Kerala, India | 2021 – 2022

- Processed, scanned, and organized patient health information in accordance with hospital policies and regulatory requirements.
- Applied terminal digit filing to maintain accurate, accessible physical and electronic medical records.
- Conducted quantitative and qualitative analysis of patient data to support clinical and administrative reporting.
- Maintained accuracy of patient charts, documents, and EMR updates using Meditech and other hospital databases.
- Collaborated with clinical staff, physicians, and administrative teams to ensure timely retrieval and distribution of patient records.
- Demonstrated discretion, professionalism, and adherence to confidentiality in handling patient information.

Patient Services & Administrative Intern

Travancore Medicity Medical College Hospital, Kerala, India | 2020 – 2021

- Assisted with patient record intake, documentation accuracy, and appointment-related information management.
- Scanned and uploaded clinical documents to electronic databases in compliance with privacy standards.
- Supported data quality checks and organized patient files for audits and reporting purposes.
- Interacted with patients, staff, and physicians courteously while ensuring smooth administrative operations.

EDUCATION

Postgraduate Diploma – Project Management

Algoma University | Brampton, ON | 2023 – 2024

Bachelor of Technology – Biomedical Engineering

KTU University | India | 2017 – 2021

CERTIFICATIONS

- Good Clinical Practice (ICH-GCP)
- Clinical Research & Data Integrity (NIDA)
- Good Clinical Laboratory Practice (GCLP)
- Tri-Council Policy Statement (TCPS2) – Ethics in Human Research