

Fahad Fazi Almutairi

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EDUCATION

Qassim University

- **Bachelor's Degree in Health Informatics**
- GPA: 3.67 out of 5
- Graduation Year: 2025
- **Diploma in Medical Records**
- GPA: 4.35 out of 5
- Graduation Year: 2020

EXPERIENCE

Armed Forces Hospital In Qassim

- Training As A Medical Records Technician - For 3 Months (10/02/1442 – 13/05/1442)

Al Salam Health Medical Hospital

- Tamheer Training, Medical Records Department – For 6 Months (21/09/2022 - 15/02/2023)
- The Medical Records Section Of CBAHI And JCI Has Been Successful
- **Medical Records Coordinator**
- Responsible For The Collation, Evaluation, Interpretation And Presentation Of Daily Census Reports.
- Prepare, Review And Update Inpatient And Outpatient Census Reports And Reporting Them To Management.
- Prepare Other Ad Hoc Census Report As Required By Management.
- Ensure Accuracy Of Data And Reports And Maintain Strictest Confidentiality Of All Information.
- Train Other As And When Required.

Al-Hayat National Hospital

- **Reception – (12/02/2023 - 11/02/2025)**
- Ensures Through His Actions, Either Directly Or Indirectly, That A Superior Quality Of Medical Treatment, Compassion And Understanding Is Given To Every Patient Served At The NMC Hospitals And Clinics.
- Opening Files For New Patients And Recording The Pertained Data Of The Patient.
- Checking The Financial Coverage Of The Patient And The Required Documents.
- Collecting Payments From Patients And Sending Them To The General Cashier On Daily Basis.
- Answering The Inquiries Of Patients And Visitors.
- Receives Requests For Physician Time From Patients, Physicians, Nurses And Other Clinic Personnel.
- Schedules And Manipulates Professional Time For Patients With Objective Of Optimizing Utilization Of Time And Schedules.
- Operates Computer For Scheduling Patients And Checking Their Eligibility For Treatment.
- Work Is Conducted In A Professional Manner Maintains Patients Confidentiality When Required.
- Follows All Department Policies And Procedures.
- Participates In Ongoing Education Program Developed By The Department, E.G. Department Policy And Procedures, Fire Safety, Risk Management, Environmental Control.
- Performs Other Clerical Duties Inherent In The Function Relevant To Scheduling And Receiving Of Patients.
- Performs Additional Tasks And Duties As Assigned By The Management.

COURSES

IPA Connect

- Patient Services Management Course
- Health Services Administration Course
- Effective Communication In The Work Environment Course
- Introduction To HTML And Programming Concepts Course

SKILLS

- **Data Analysis**
- **Ensuring The Accuracy Of Data And Reports And Maintaining Complete Confidentiality Of All Information**
- **Accept Criticism**
- **Respect Appointments And Commit To Work**
- **Responsible For The Collation, Evaluation, Interpretation And Presentation Of Daily Census Reports**

LANGUAGES

- **Arabic**
- **English**