

# OLADIPO FOLASAYO TEMILORUN

## Medical Records Administrator

### Professional Summary

Experienced Medical Records Officer with expertise providing in-home care and hospital-based care. To offer qualitative and professional service in organization with strong inter-professional, proactive skills addressing client needs. Friendly and engaging with strong attention to detail while supporting others.

### Work History

#### Medical Records Administrator

**2021 – Current** Mountain Top University Medical Centre, Nigeria

- Recording of patients' pulse, blood pressure and respiration (TPRs) to assess and document important health information.
- ensuring cases are completed accurately and timely while being proactive with regards to keeping the client updated with the journey of the case.
- Involving in scanning, sorting, extracting, summerising indexing, uploading, numbering, printing, copying, transferring, and transcribing.
- Reducing the risk of patient infection and cross-contamination by cleaning and sanitizing workstations.
- Inputting of proper documentation and registration of new patients on the EMR system by ensuring confidentiality goal.
- Scheduling of patients for follow appointments and preparing their case-notes for daily visit.

#### Medical Records Administrator

**2019– 2021** Solid Rock Hospital, Berger, Lagos, Nigeria

- Attended to all internal and external queries relating to pagination services accurately in a professional, polite, and friendly manner.
- Updated Records at intervals relating to person, place and time with strong typing, keyboard and report writing skills.
- Numbered of new files and their arrangement in chronologically order.
- Archived of old records in accordance with hospital retention policies

### Contact

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100011

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### Skills

Privacy and Confidentiality



Patient Assessments



Medical Terminologies with Coding and Indexing



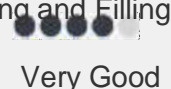
Supporting Personal Needs



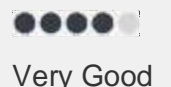
Use of EMR



Record Keeping and Filling



Companionship and Personal Care Support



Vital Signs Recording



- Statistical Compilation and analysis of large volumes of data, preparing presenting said information for decision making.
- Kept clients engaged in social networks and communities for personal health and growth.
- Monitored and maintained cleanliness, sanitation and organization of assigned station and service areas.
- Determined specific needs and provided the most appropriate level of services for patient wellbeing.

## EDUCATION

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**2014 – 2016**            HND In Medical Records Management  
 School of Health Information Management UCH, Oyo State, Nigeria

**2011 – 2013**            ND in Medical Records Management  
 School of Health Information Management UITH, Kwara State, Nigeria

## Certification

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- 2022**            Record keeping by Florence Academy
- 2022**            Life Support Training by Florence Academy.
- 2022**            The Care Certificate (Standard 1 – 15) by NHS, England.
- 2022**            Break the Chain of Covid - 19 Infection.
- 2022**            Medication Competency Assessment by Florence Academy.
- 2022**            International Volunteering Level 2 by United Nations.
- 2018**            Use of ICT by New Horizon.
- 2018**            Chartered Institute of Customer Relationship Management

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 Excellent

Clinical / Non-clinical Skill

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 Excellent

Point - of - Care -Testing

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 Excellent

Teamwork / Ability to Work under Minimal Supervision

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 Excellent

## Language

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English Language

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 Excellent

## Interests

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- Telemedicine
  - Health and Social Care
  - Health Management
  - Health Informatics
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## Referees

Available on Request