



Orimoloye Folasade Motunrayo



Contact

Address

Lagos State, Nigeria, 100001

Phone

+2348105816923

E-mail

orimoloye4fola@gmail.com

Linkedin:

<https://www.linkedin.com/in/orimoloye-folasade-1b40981b5/>

Github:

<https://github.com/Orimoloye-Folasade>



Professional Summary

A highly motivated and trained Health Information Management professional with experience in Electronic Medical Record (EMR), and Customer Relation Service, committed to providing personalized assistance to enhance client satisfaction, coordinates timely delivery of client records, organizes and ensure proper documentation and storage of files both manually and electronically. Seeking progression into any organization which prioritizes excellence, compassion and dedication towards serving her clients.



Experience

Medical Records/ Health Information Management officer

Police College Cottage Hospital/Comprehensive Health Centre, Ikeja Lagos (June 2023 till date)

- I am responsible for daily reception of clients, assisting clients with inquiries, complaints, and appointment management via phone, email, and in-person interaction, I am responsible for collecting and documenting new client information and uploading on the EMR as well as properly filing hard copy of the information and review clients records for completeness, accuracy, and compliance with regulations, I am responsible for protecting the security of client records and ensure that confidentiality is maintained at all time, I manages the generation, preservation, and retrieval of client records whenever they are needed. I am also responsible or building and

Skills

- Client relationship management.
- Good documentation, presentation and communication.
- Active listing and attention to details
- Team work and collaboration
- Organization and time management
- Data Entry.
- Proficient in using Microsoft word, power point, Excel, Canvas.
- Understanding of database management system and SQL queries.

maintaining strong relationships with clients through regular communication and follow-ups, resulting in improved client satisfaction rating.



Languages

English

Data Collector

Cliton Health Access Initiative (CHAI). (Jan. 2024)

- A short time engagement on a quantitative and qualitative survey. CHAI in collaboration with GAVI Lagos collaborative learning. Use data for action to improve Primary Healthcare (PHC) facilities performance and achieve equitable immunization coverage in Nigeria. I was responsible for collecting data, through interviewing of the respondents.

Data Analyst Intern

NYSC orientation camp, Sagamu, Ogun State, Nigeria (April 2023)

- I assisted senior data analysts in cleaning, organizing, and analyzing datasets. I developed data visualizations and reports to communicate key findings to stakeholders. I conducted statistical analysis on corps members' behavior data to identify trends and patterns. I also collaborated with cross-functional teams to generate insights and recommendations for improving NYSC camping processes.

Health Information Management Technician

Lagos University Teaching Hospital, Idi-Araba Lagos (Jan 2020)

- I was responsible for daily reception clients, documentation and registration of client's information. I was responsible filing and retrieval of client records. I collaborated closely with physicians and nursing staff to improve quality of client's records documentation. I secured confidential client information from unauthorized access. I developed and maintained courteous and effective working relationships.
- Sorted, scanned and indexed documents, developed workflows and processed workflow reports to keep clinical records maintained in accordance with guidelines.

- Directed and assisted pulling and procurement of medical files according to established procedures.



Education

2020-12 -
2022-11

Higher National Diploma (HND): Health Information Management

School of Health Information Management - Lagos University Teaching Hospital, Nigeria

2016-09 -
2019-07

Professional Diploma (PD): Health Information Management

College of Health Science And Technology - Idah, Kogi State, Nigeria .

Professional trainings/certifications

- Diploma in Data science/analyst (2023)
- Professional certificate and membership: Health Records Officers Registration Board of Nigeria (2023)

Awards

- Best for leadership award: School of health information management Lagos University Teaching Hospital idi-araba Lagos (24th Nov, 2024)
- Best for steady progress: School of health information management Lagos University Teaching Hospital idi-araba Lagos (24th Nov, 2023)
- Overall best student in operations research: Dr Femi Macaulay, Dean Academic affairs Lagos State College of Health Technology (24th Nov, 2023)

Volunteer Activities

- Volunteer facilitator at ACEMEDFORMATICS, a non-governmental initiative tailored towards academic excellence and leadership among health information management students in Nigeria.
- Volunteer Contributor at HIM MEDIA NG, a nonprofit and non-governmental initiative aiming at promoting Health information management activities through social media in Nigeria.



Interests



Healthcare Administration



Project Management



Health and Social care



Referees



Available upon request