



**TATA MEMORIAL CENTRE  
CENTRE FOR CANCER EPIDEMIOLOGY  
Kharghar, Navi Mumbai- 410 210**

[www.actrec.gov.in](http://www.actrec.gov.in)

Phone No : 022-68735000/5849/5783



**(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)**

No. CCE/Advt/ 851/2024

**WALK – IN- INTERVIEW (On Project)**

**Date: Thursday 20<sup>th</sup> June, 2024**

Sr. No.	Post, Pay and Job Location	Norms	No. of Post
1	<b>Coder Supervisor</b>  <b>Salary:</b> Rs. 30,000/- per month  <b>Place of Work:</b> CCE, ACTREC Kharghar, Navi Mumbai,	<b>Qualification &amp; Experience:</b> Bachelor's Degree in Health Information Management (HIM), Health Information Technology (HIT), HealthCare Administration, B.Sc. or Associate's Bachelor's Degree. <ul style="list-style-type: none"><li>• Candidates with a Coding Course will be preferred.</li><li>• Coding experience- 1 year in a healthcare setup is desirable.</li><li>• Experience in medical coding systems.</li><li>• Familiarity with coding software and electronic health record (EHR) systems.</li><li>• Excellent communication and interpersonal skills.</li><li>• Ability to effectively manage workflow and prioritize tasks.</li><li>• Problem-solving and decision-making abilities.</li><li>• Ability to identify coding discrepancies and resolve issues effectively.</li><li>• Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint).</li><li>• Adherence to professional and ethical standards in coding practices.</li></ul>	01

**DURATION:** 6 months or till the continuation of the project, whichever is earlier

**Project Overview:** Centre for Cancer Epidemiology (CCE), Tata Memorial Centre (TMC), Mumbai has established a Unit for Strengthening Cause of Death Data (USCOD), with a vision to support, promotes and advocate for best practices in Medical Certification Cause of Death (MCCD) Data quality in Civil Registration and Vital Statistics in India and the Asia Pacific region. Additional details on the Centre are available on the website at: <https://tmc.gov.in/uscod/>

Eligible Candidates may attend the walk in interview along with Bio-data, Original Qualification Certificate, Experience certificate, Photo, Pan Card etc. with Xerox copies on **20.06.2024 at 10.00 a.m. at Room No. 205, 2nd floor, Centre for Cancer Epidemiology, Advanced Centre for Treatment, Research & Education in Cancer, Sector 22, Kharghar, Navi Mumbai-410 210.**

Reporting Time: 10.00 a.m. to 11.00 a.m.

  
Asst. Administrative Officer, CCE