



# AHMAD IZZAT BIN TALIB @ HARUN

## WHY ME?

I am a hardworking and motivated person, can work under pressure and complete all tasks given efficiently. Good interpersonal skill with good team leadership and a team player. I have significant experience with accreditation process, audits, and service improvements.

## WORK EXPERIENCE

JUNE 2024 – PRESENT

SENIOR EXECUTIVE GROUP OF CLINICAL SERVICES - HIMS

### KPJ HEALTHCARE BERHAD

- Overseeing HIMS KPJ Group hospital and ambulatory care for policies, procedure & flow.
- Responsible for assist hospital in managing the problem and solutions.
- Responsible for standardization and solution for existing and new policy and procedure.
- Updated the resolution from KPJ group to all hospital and ambulatory care.
- Conduct audit & meeting for HIMS KPJ Group hospital.

JUNE 2017 – MAY 2024

HEAD OF HEALTH INFORMATION MANAGEMENT SYSTEM SERVICES –

### KPJ DAMANSARA SPECIALIST HOSPITAL

- Responsible for HIMS policies, procedure & flow.
- Responsible for maintaining and securing all the written and electronic medical records in the hospital.
- Responsible for migration from written medical records to electronic medical records.
- Responsible for preparing and managing services budget yearly.
- Prepare monthly report for outpatients & inpatients, Board of Management, KPJHB BOD Meeting and others report related to HIMS.
- In charge for E-Reporting, SMRP, E-notification and death notification.
- Preparing documentation for MSQH 5th and 6th Edition, Integrated Management System Audit (IMS) and Clinical Survey Audit.
- Secretary Health Information Management Committee (HIMC)

JULY 2015 – JUNE 2017

HEAD OF MEDICAL RECORD DEPARTMENT -

### KMI KELANA JAYA MEDICAL CENTRE

- Responsible for delivering and received case notes in/out from the medical records.
- Responsible to update policies and procedures of medical records department.
- Develop SOP for KJMC and branches hospital under KMI.
- Handle E-Reporting (ICD10) and in charge for SMRP.
- Handle application for Medical Report.
- Prepare report for monthly statistics for outpatients and inpatients
- Prepare report for quality objective, top ten diseases, and infectious disease.
- Report infectious disease to Pusat Kesihatan Daerah through e-notification.

## INFO

AGE 33

EMAIL ezzatharun@ymail.com

CONTACT 013-5953528

STATUS Single

ADDRESS B7- 01-29 Subang Suria  
Apartment Jalan Bintang  
U5/33, Subang Suria  
Apartment Sek U5, 40150  
Shah Alam, Selangor.

## EDUCATION

FEB 2024 – MAC 2024

PROFESSIONAL CERTIFICATE

MEDICOLEGAL IN HEALTHCARE PRACTICE

Universiti Kebangsaan Malaysia (UKM), Bangi, Selangor

MAR 2012 – JULY 2015

BACHELOR OF HEALTH ADMINISTRATION  
(HONORS)

Universiti Teknologi Mara (UiTM), Kampus  
Puncak Alam, Selangor

MAY 2009 – DEC 2010

FORM 6

Sekolah Menengah Kebangsaan Tunku Abdul  
Malik, Alor Setar, Kedah

## PROFESSIONAL SKILLS

- ICD-10 & EXTERNAL CAUSES
- ICD-11
- E-REPORTING
- SISTEM MAKLUMAT RAWATAN PESAKIT (SMRP)
- MICROSOFT TOOLS
- CERTIFIED INTERNAL AUDITORS
- CASEMIX DATA ANALYSIS

## LANGUAGE

BAHASA MELAYU



ENGLISH



## PARTICIPATION

- ICD-10 & ICD-11 Training and Workshop
- Seminar On: Medical Record Management
- Training On Kaizen (Advanced 5S)
- Case Mix Data Analysis Training
- APHM International Healthcare Conference and Exhibition 2018 & 2022
- MSQH Audit 5<sup>th</sup> & 6<sup>th</sup> Edition
- Integrated Management System (IMS) Audit 2017 - 2023
- Planetree Audit 2018 & 2023
- Medico-Legal Training
- Personal Data Protection Act 2010 Training
- Training On Malaysian EHS Laws & Regulations for Healthcare Facilities
- Coordinator for Code Black (Bomb Threat)
- Internal Auditors for ISO 22000, MSQH & Integrated Management System (IMS)
- Auditors for KPJ Group Hospital Clinical Survey Audit.
- 8<sup>th</sup> Edition JCI Training Program
- Floor manager for 25<sup>th</sup> Anniversary Dinner KPJ Damansara
- Hospital Services Outsourcing Programme (HSOP)

## REFERENCES

### **NURUL FARIHA ABD RAHMAN MUHAMMAD**

**GROUP OF HUMAN RESOURCES MANAGEMENT  
KPJ HEALTHCARE BERHAD**

T: 03-26816222

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### **SUHAILY BINTI AHMAD**

**HUMAN RESOURCE SENIOR EXECUTIVE  
KPJ DAMANSARA SPECIALIST HOSPITAL**

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### **ZAFIRAH ROSLY SHAHIR**

**HUMAN RESOURCE SENIOR EXECUTIVE  
KMI KELANA JAYA MEDICAL CENTRE**

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