



NAYANA . O

HEALTHCARE ADMINISTRATIVE PROFESSIONAL

917591916337

nayanao2000@gmail.com

Personal Info

DOB: 19.12.2000
MARITAL STATUS: SINGLE
NATIONALITY: INDIAN

PERMANENT ADDRESS:

ODIYIL HOUSE KUDALLUR
(PO) PALAKKAD(DIST) PIN
679554

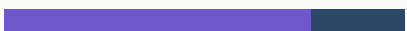
Management Skills



HEALTHCARE BUSINESS
DEVELOPMENT



OPERATIONS MANAGEMENT



JCI ACCREDITATION



PATIENT SAFETY



INSURANCE BILLING



PROBLEM SOLVING



TEAM MANAGEMENT



HR MANAGEMENT

Profile

A Healthcare Administrative professional with sound knowledge and advanced skills in operations management, policy implementation, facility management, and strategic planning, quality control, quality assurance, clinical records, and EMR. Strong problem-solver with excellent time management skills. Proven track record of successfully managing personnel, finances, facility operations, and admissions.

Work Experience

Jr. Quality Consultant

2021

DR. WILSON & CREW HEALTHCARE MANAGEMENT

- Involved in major administrative activities for Indira Gandhi Cooperative Hospital, Kochi.
- Supported in administering and maintaining policies and procedures, objectives, quality assurance programs, safety, environmental control standards.
- Maintained compliance with regulations and the rules of accrediting bodies by monitoring operations and initiating changes where required.
- Kept detailed records of medical and office supplies stock.
- Educated employees of new policies and other changes.
- Developed work schedules for all employees.
- Coordinated with doctors, nurses, and other healthcare professionals to identify their issues and needs.
- Handled complaint management and responded to questions from doctors, nurses, and patients in a timely manner.
- Ensured all departments comply with the current healthcare laws and regulations.

Technical Skills



HMS



MS Word, Powerpoint
& Excel



QMS



EMR



Billing Tools

Education Summary



Personal Strength

- Good analytical and problem-solving skills
- Strong motivation skills, Quick and self-learning ability, and a good team player
- Effective communication skill
- Attention to detail with the ability to handle multiple tasks
- Sincere approach towards duties and responsibilities
- Willingness to use new technologies to the desired standards
- Good organizational skills

..... End of Profile



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