S. SANGEETHA
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CURRICULUM VITAE

CAREER OBJECTIVE:

To obtain a challenging position in a quality health care environment where my knowledge and academic skills will add value to organizational operations.

WORK EXPERIENCE:

As a Team Lead–Quality Department at **RAINBOW CHILDREN'S HOSPITAL** from **September2021 to till date**.

- ➢ Taking care of quality in both branches (Guindy and Sholinganallur) as a Team Lead.
- ➢ Attended 3 NABH Audits.
- ➢ Will conduct the committees' meetings on regularly as per calendar schedules.
- ➢ Mock drills (Codes) will be conducted regularly as per the mock drill calendar.
- ➢ Departmental Audits and Inter-Departmental Audits will conduct every 6 months once.
- ➢ Capturing of all the incidents happening in the hospital and will analyze and discuss it with the respective departments in the validation committee.
- ➢ Audits like MTP, PCPNDT, Consent audit, MLC, discharge summary audit, Live case sheet audit will be done on daily basis.
- ➢ Safety and Facility rounds of the hospital will be done on monthly basis with all the HOD's and Unit Head.
- ➢ Will also help the other departments when help is required.
- ➢ Will be coordinating with all the doctors and if there are any requirements for them it will be rectified.
- ➢ Completed POI on 2022.
- ➢ Policies and SOP's will be updated on yearly once.
- ➢ Also coordinated for the inspections PICU fellowship, NICU fellowship, DNB-OG and Pediatrics and will also support for the academics.

As a Patient Care Services – Senior Executive at **RAINBOW CHILDREN'S HOSPITAL** from **August 2018 to September 2021.**

- ➢ Overall in charge in OPD Department.

- ➢ Preparing consultant duty roaster on monthly basis.

- ➢ On monthly basis creating appointment slots for all the consultants. Take care of counselling department and financial counselling.

- ➢ To supervise the work performed in the outpatient department with respect to patient care service and Making indent things per month basis. Making MIS reports monthly, weekly & daily basis.

- ➢ To ensure that patients are directed to various investigation department properly. To interact with the patients regularly and receive their complaints / problems / suggestions and offer them solutions. To take up the matter with consultants.

- ➢ To take rounds to all departments for uninterrupted patient care services. Overall reports, TAT& Analysis feedback in daily, weekly and monthly basis.

As a corporate executive at **BILLROTH HOSPITALS** from **August 2016 to October 2017.**

- ➢ Pre-Auth form filling from Dr's and sending to concern TPA and checking for the approvals.

- ➢ Sending the queries of the patient then and there with the stipulated time.

- ➢ Sending the final bill and summary to concern TPA or company and try to get the final approval within 2 hrs.

EDUCATIONAL QUALIFICATION:

S. No	Course	Specialization	University	Year of Passing	Percentage
1.	MBA	Hospital & Health Care Management	The Sankara Nethralaya Academy	May 2016	84%
2.	B.Tech	Biomedical Engineering	SRM University	May 2013	81%

COMPUTER KNOWLEDGE:

- MS-Office

- MS-Excel/Spreadsheet

- PowerPoint Presentation

- Basic LAB-VIEW

- Basic Embedded System.

PROJECTS CARRIED OUT:

1. "**A study on knowledge and attitude of health care professionals about NABH**" at Billroth hospital, Chennai from 1st Feb to 30th April 2016.

2. A Project titled as **"Designing an IR sensor panel for measuring skin temperature in the extremities for screening diabetic neuropathy and foot ulcer in type -2 diabetic patients"** at SRM University, Chennai on April 2013.

COMPETENCIES:

- Optimist, like to face the challenging tasks
- Honest, Sincere with a high level of Integrity
- Good Communication and Inter-personal skills
- Highly Self-motivated. Hardworking and sincerity in work
- Updating of knowledge to cope up with new technologies
- Good team player, fast learner and a smart worker
- Organized and well- structured at work.

CONFERENCE ATTENDED & ORGANIZED:

- National level conference on "**Nanotechnobia"** conducted by Dept of Nano Science IIT Chennai, Anna University & Madras University
- Participated in **"Aphi Seminar on Smart Hospitals"**, organized by Acmee Consultancy on 16th april 2016, Chennai.
- Participated in "**HR-CONCLAVE"** Organized by SRMC, Chennai in 2016.
- Participated in **"3rd Annual Healthcare IT India Summit"** 2 day conference at The Taj West End, Bengaluru Organized by fleming gulf.
- Participated in **"National Level Workshop On medical radiation safety"** held in march 2011 conducted by SRM University-Kattankulathur.
- Volunteered for "**Bioyantra 2012"** – National Workshop at SRM University
- Volunteered for "**National Seminar on Medical Thermography"** in 2011 at SRM University-Kattankulathur
- Committee member in "**Aarush"** (technical festival) in 2010 at SRM University.

HOSPITAL VISIT & TRAINING:

- Hospital visit to "**Sri ramachandra medical college**" ,Chennai on October 2nd 2015
- Hospital visit to "**Christian Medical college**", Vellore on April 6th 2015.
- Hospital training undergone in "**Apollo-hospital**", Ayanampakkam, Chennai for period of 15 days in 2015.
- Hospital training undergone in **"Sankara Nethralaya"** Eye hospital, Nungambakkam, Chennai for period of 1 Month in 2015.
- Hospital training undergone in "**Meenakshi Mission Hospital & Research Centre"**, Madurai for period of 1 week in 2011.
- Hospital training undergone in **"Soorya Hospital"**, Chennai for period of 1 week in 2011.
- Hospital training undergone in **"MIOT Hospital"**, Chennai for period of 1week in 2011
- Training undergone in **"Bharat Scans"**, Royapettah, Chennai for period of 1 week in 2011

PERSONAL DETAILS

Name	:	Sangeetha S
Gender	:	Female
Date of Birth	:	07.06.1991
Marital Status	:	Married
Spouse Name	:	Mr.Sugumar
Nationality	:	Indian
Religion	:	Hindu

DECLARATION

I hereby declare that all the above given details are true to the best of my knowledge and belief. I hope that you will consider my application favorably.

Place: Chennai

Date:

(S. Sangeetha)