

HARSHITA K

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PROFESSIONAL SUMMARY

BDS graduate with hands-on experience managing 1000+ patient cases across multiple clinical specialties, reviewing medical records, coordinating patient care, and maintaining accurate documentation in a high-volume teaching hospital. Strong process orientation, attention to detail, and experience collaborating with multidisciplinary healthcare teams. Seeking to contribute to Medical Services by supporting clinical operations, quality initiatives, patient care coordination, and efficient hospital administration.

CORE SKILLS

- Medical Record Review & Clinical Documentation
- Care Coordination with Multidisciplinary Providers
- Data Accuracy, Quality Checks & SOP Adherence
- Healthcare Regulatory Awareness (GCP, CGMP basics)
- Medical Coding Fundamentals (ICD Basics)
- Analytical Review & Clinical Data Interpretation
- Written & Verbal Communication
- Team Collaboration, Adaptability & Process-Oriented

CLINICAL & HEALTHCARE OPERATIONS EXPERIENCE

Dental Intern (Rotating Clinical Internship) | *Sri Ramachandra Dental College & Hospital, Chennai*, Nov 2024 – Nov 2025

- Independently managed clinical care and documentation for 1000+ patient cases across 8 specialty departments, including Oral Medicine & Radiology (250), Endodontics (250), Public Health Dentistry (100), Pedodontics (100), Periodontics (100), Oral & Maxillofacial Surgery (100), Prosthodontics (50), and Orthodontics (50).
- Reviewed and maintained patient medical records and treatment documentation daily across this high-volume caseload, ensuring completeness and accuracy in line with institutional protocols and compliance standards.
- Coordinated with clinicians and multidisciplinary care teams across 8 specialty departments to collect, organize, and interpret patient clinical information for diagnosis and treatment planning.
- Evaluated patient case information across multiple specialties to support clinical decision-making, treatment planning, and coordinated patient care.
- Maintained structured, audit-ready documentation across a high patient-volume clinical environment, strengthening attention to detail under time pressure.
- Assisted in coordinating patient care across departments while maintaining effective communication with consultants, faculty, interns, and allied healthcare professionals.
- Supported public health and epidemiological data collection efforts, applying structured data-management practices to improve accuracy and reporting efficiency.

- Applied working knowledge of pharmacology and clinical guidelines to inform patient management decisions in a fast-paced, protocol-driven setting.

EDUCATION

Bachelor of Dental Surgery (BDS) — 73.3% <i>Sri Ramachandra Dental College, SRIHER, Chennai</i>	Feb 2026
Higher Secondary Education (12th) — 90.6% <i>Atomic Energy Central School (CBSE), Anupuram</i>	Mar 2020
Secondary Education (10th) — 91.6% <i>Atomic Energy Central School (CBSE), Anupuram</i>	Mar 2018

CERTIFICATIONS & PROJECTS

- Medical Writing & Coding Certification — Edutech Life, in association with IIT Madras.
- Chancellor's Summer Research Grant, SRIHER (2023) — led proposal writing and research planning for a mobile application supporting emergency management in orthodontic patients.
- Presentations:
 - Role of NSAIDs in Managing Dental Pain – National Pharmacovigilance Week 2022 at SRIHER
 - 3D Printing of Maxillofacial Prosthesis – 6th ACDI Conference 2022 at SRM Ramapuram
 - Tobacco Cessation Measures: Role of Dental Professionals – PLUS National Conference 2023 at SRDC
 - TEXTTRA Method of Teaching: An Innovative Approach – IDA MIDAS 2025 at Chennai Trade Centre
 - Dental Implants: A Modern Approach to Tooth Replacement – Face Forward AOMSI UG Convention 2025 at SRIHER

ADDITIONAL STRENGTHS

- Coordinated and organized multiple academic conferences and college-wide events, demonstrating planning, cross-team coordination, and leadership under deadline.
- Languages: English, Hindi, Telugu, Tamil.