



PARTH NAMBOODIRI

HEALTHCARE MANAGEMENT PROFESSIONAL

PROFILE

Healthcare Management professional and dental practitioner with two years of experience as a dentist, now working in hospital administration. My growing interest in improving patient experience, satisfaction and overall quality of care, along with a strong knack for interacting with people, led me to make a conscious shift into healthcare administration. Working closely with patients, both in a dental clinic and within a hospital setting, has exposed me to patient care, clinical operations and day-to-day hospital management. My background in BDS has given me a better understanding of medical terminology and patients' conditions and needs, helping me navigate this role efficiently.

I work closely with casualty and emergency department operations, as well as patient flow coordination, including guiding patients and families through the entire care cycle. Experienced in fire and safety preparedness, disaster management drills and staff training, particularly in patient interaction and communication. My certification in Medical Coding (ICD-10-CM, CPT, HCPCS) has enhanced my understanding of healthcare documentation and compliance. Working in a government hospital has provided me the opportunity to engage with people from diverse backgrounds and develop an inclusive mindset. I aim to use my clinical experience, with a patient-focused approach, towards creating a pleasant, secure and inclusive hospital environment.

WORK EXPERIENCE

NAMO Hospital

5 MAY 2025 - PRESENT
(1+ YEAR)

(Previously Vinoba Bhave Civil Hospital),
Silvassa

Floor Manager

- In charge of hospital floor operations, coordinating between departments to ensure smooth patient flow
- Managing casualty and emergency department operations in coordination with clinical teams
- Updating, implementing and overseeing hospital Quality Management systems as per NABH guidelines
- Handling Ayushman Bharat Scheme processes, from patient registration and verification to claim documentation and billing coordination
- Guiding patients and their families through the entire care journey of treatment procedures, billing, discharge and follow-up
- Addressing patient concerns and counselling them on admission decisions, continuation of treatment and grievance resolution
- Supporting Disaster Management planning and emergency preparedness activities, such as mock drills, as per hospital protocols
- Coordinating with doctors, nurses and other staff to maintain proper infection control, hygiene and patient safety
- Supervising staff performance and compliance with hospital policies and departmental SOPs
- Training nurses and support staff in soft skills, communication and effective patient-bystander interaction
- Preparing and maintaining operational reports and documentation for management review, audits and process improvement

CONTACT

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Silvassa,
Dadra and Nagar Haveli,
Dadra and Nagar Haveli and
Daman and Diu, India

EDUCATION

- **MBA IN
HOSPITAL ADMINISTRATION**
Dr D. Y. Patil Vidyapeeth,
Pune, Maharashtra, India
2023 - 2025
- **BDS**
Vaidik Dental College and
Research Centre, Daman
2013 - 2021
- **ALL INDIA SENIOR SCHOOL
CERTIFICATE EXAMINATION
(AISSCE)**
Lions English School, Silvassa
2012 - 2013
- **ALL INDIA SECONDARY
SCHOOL EXAMINATION
(AISSE)**
Lions English School, Silvassa
2011 - 2012

CERTIFICATION

- **MEDICAL CODING**
Henry Harvin Education
2022 - 2023
ICD-10-CM, CPT, HCPCS,
with knowledge of healthcare
documentation and compliance
- NABH Programme on
Implementation (POI) - 6th
Edition Standards
- NNABH Quality Managers
Certificate Course.

CORE COMPETENCIES

- Hospital and Floor
Management
- Patient Care and Counselling
- Treatment Planning and
Grievance Resolution
- Quality Management (NABH
Guidelines)
- Casualty/Emergency Handling
- Ayushman Bharat Scheme
Administration
- Quality and Safety Compliance
- Fire and Safety Protocols and
Disaster Management
- Staff Training and Soft Skill
Development
- Operational Efficiency and
Process Improvement
- Leadership, Communication,
Team Coordination and
Problem-Solving
- Clinical Documentation and
Medical Coding (ICD-10-CM,
CPT, HCPCS)

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Malayalam (Communicative)
- Gujarati (Fluent)

R P Dental Clinic, Silvassa Associate Dentist

Nov 2022 - Dec 2024

- Diagnosed and treated dental issues using appropriate tools and techniques
- Performed dental procedures including restorations, extractions, root canal treatments and prophylaxis
- Conducted dental check-ups on **an OPD basis** and created treatment plans
- Dealt with multiple clinical cases like dental caries, periodontal issues and minor oral infections
- Assisted in handling dental emergencies, such as acute toothache, fractured teeth and post-operative complications like Re-RCT and Post-Op infections
- Used radiography (OPG/IOPA) for accurate diagnosis and maintained proper imaging records
- Monitored and maintained dental material inventory and coordinated timely procurement to avoid shortages
- Provided chairside assistance, ensuring patient comfort throughout procedures
- Ensured proper communication with patients regarding dental procedures and costs, and timely follow-ups post-treatment to monitor healing and address concerns
- Handled administrative tasks like billing, managing staff, updating patient files and coordinating lab work (crowns, dentures, aligners)
- Managed appointment schedules during peak hours to reduce patient waiting time and improve workflow
- Ensured strict sterilisation and infection-control practices as per clinic protocol
- Checked for adherence to clinic policies, consent procedures and patient confidentiality guidelines
- Educated patients on oral hygiene and preventive dental care

REFERENCES

Dr Darshan Mahyavanshi
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