



HINAL PATEL

Professional Summary

Healthcare Administrator with proven to deliver exemplary level of healthcare service delivery to patients. Coordinate admission and discharge of patients. Plan and implement strategies for developing improved healthcare management.

Work History

Sheth L.G. Hospital - Executive Assistant

Ahmedabad

08/2021 - 11/2022

- Conducted routine facility inspections, identifying areas needing improvement and eliminating hazards posed to staff and residents for continued compliance with associated regulations.
- Communicated with patients, ensuring that medical information was kept private.
- Reviewed work procedures and operational problems to determine ways to improve service, performance and safety.
- Developed and updated spreadsheets and databases to track, analyze and report on performance.
- Filed paperwork and organized computer-based information such as routine checklists.
- Worked with senior management to initiate new project and assist in various processes.
- Maintained routine communication with patients to assess overall satisfaction, resolve complains and promote new offerings.

K. D. Hospital - Internship Student

Ahmedabad

05/2018 - 08/2018

- Reported back to instructor to receive day-to-day tasks and responsibilities.
- Conducted inpatient comfort care rounds to promote patient satisfaction.

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Skills

- Leadership Development
- Administrative staff supervision
- Manage Records
- Patient Care Assessment
- Health Information System (HIS)

Education

07/2021

INDUS UNIVERSITY

AHMEDABAD

MBA: HOSPITAL MANAGEMENT AND ADMINISTRATION

- My major was in hospital management where I studied Hospital Information Management System, Hospital and Patient Relation Management, Hazards and Waste Management. I learned to store patient information, schedule online appointments for doctors. Moreover, how to develop communication with patient and their family members for high quality patient care. And, minor was in HR, Statistics, operation Management, Hospital Planning and management. .
- My project was about mobile devices impacts on healthcare and hospital sectors and also analyze systematic

- Assessed patient room and care environment to optimize patient comfort by keeping areas free of clutter.
- Completed paperwork and evaluation forms to document patient interactions.
- Resolved customer inquiries and complaints promptly and with professionalism.
- Prepared patients in examination room to facilitate treatment.
- Weighed patients and took blood pressure and vital signs to assist nursing staff.
- Helped clinical staff with in-office procedures by organizing spaces and passing instruments.
- Supported office operations by expertly handling administrative needs.

reviews through goggle forms among medical staff.

04/2018

**AHMEDABAD INSTITUE OF
NURSING SCIENCE**

AHMEDABAD

Bachelor of Science: NURSUNG