

Niharika Kachhwaye

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Experience

Assit. Manager Operations/Center Head | Eye Q Vision Pvt. Ltd. | Yamunanagar , Haryana |

- Authorized signatory for all decisions related to the centre.
- Focuses on decreasing the hospital length of stay by intervening early in the discharge process to impact timely discharge.
- To work with the operational team in planning, implementing and monitoring the standards of all works related to Ayushman, ECHS and TPA patients.
- To drive profit improvement through both sales generation and cost saving initiatives in a collaborative manner with the operations teams.
- To develop effective working relationships with operational personnel, business partners, suppliers and sub-contractors to improve operational performance.
- IPD & Counseling Coordination along with scheduling and rescheduling of surgeries.
- Preparing OT, registers, checklist & doctor's schedule according to OT planned.
- To check for the daily completion of patient IPD file with all the documents as mentioned in the MRD checklist form.
- Keeping track of all the inventories related to OT, OPD, Pharmacy, Opticals etc.
- Team management and all the decisions related to the team.
- To ensure that everybody follows their KRA and maintain discipline at Work place.
- To ensure the maintenance of all activities related to house keeping
- Handling Corporate, Ayushman & Govt. empanelled marketings.

EDUCATION

MBA Hospital Administration (2018-2020)

Institute of Management Studies, DAVV, Indore

BBA Hospital Administration (2015-2018)

Arihant College, Indore

ACHIEVEMENTS

- 10-03-2016: 2nd National Level NABH Workshop on National Accreditation- Improving Quality and Patient Care.
- 25th and 26th May 2017: - 3rd Voice of Healthcare Conference on challenges and Opportunities in tier 2 health care markets.
- Health Conclave 2019 at IMS, DAVV, Indore

PROJECTS

• Apollo Rajshree hospital, Indore | June16, 2019 – June30, 2019

- Understanding the norms of Fire Safety tools and Hazmat Audit, audit the availability of fire safety equipments as per NBC, FEMA, NFPA and according to NABH guidelines (FMS).
- To ensure that quality indicators to be followed by all the departments.

• Apollo Rajshree Hospital, Indore | May15, 2019 – June15, 2019

- Dealing with the vendors followed by procuring GRN and issuing of goods, justification and storage of goods.
- Understanding the process of FIFO and ABC analysis.
- Generation of work order, AMC & CMC according to the need and product.
- Taking quotations from various vendors and negotiating with them.

• Bhatia Hospital, Mumbai | March06, 2018 – April27, 2018

- .To Review the current processes in MRD and implementing them as per NABH guidelines such as regarding ICPs, Security of the department, arrangement of files, segregation of files according color coding, retrieval of files, issuing of birth certificate, injury certificate, discharge summary, making the MRD restricted area, accordance with NABH (IMS).
- To Audit all the departments in order to get the NABH accreditation.

- **Apollo Hospitals International Limited, Ahmedabad** |August 16, 2017 – September 17, 2017
 - Study of various operations in the hospital and observe day to day activities of various OPDs and multi OPDs, Process of immigration checkup, Apollo health checkup schemes, the study of various government schemes such as CGHS, ECHS CHSS and their documentation.
- **Medanta Superspeciality Hospital, Indore.** | July 25, 2016 – August 25, 2016
 - Documentation of HR files, preparing NABH questioners for preparing employees for NABH, asking questions to the employees, ensuring the completion of HR file.

Extra- Curricular Activities

- Participated in National Science Olympiad.
- Participated in International Mathematical Olympiad.

LANGUAGE

- English
- Hindi

Date:-

Signature:-