



Shivrudra Ghongde

📍 Pune, India 411004

📞 7709718240

✉ shivrudrag1997@gmail.com

🔗 [Bold Profile](#)

Professional Summary

To Work in a dynamic environment that provides me with a wide spectrum of experience and exposure in the field of Healthcare Sector .

Skills

- Legible handwriting , knowledge of medical terminology , Electronic Health Records(EHR).
- Problem solving, operation team handling , project management.
- Hospital management, healthcare information system (HIT) .
- Communication, critical thinking, team leader.
- Data analysis, Data abstraction
- Ability to promote positive relationship with clients and staff
- Good organization skills, self –starter , demonstrates initiative
- Claims process, claim adjustment
- Software-
- Microsoft Word Excel, PowerPoint., Microsoft Office Suite, python, manual testing, electronic medical record (EMR)
- Medical Records and Documentation
- Quality assurance, clinical documentation
- Search Engine optimization

Work History

01.2022 - Current

Medical Records Executive

Indira IVF Hospital, Pune - Pune, India

- Documented patient encounters and medical histories in EMR system, ensuring compliance with all medical regulations and procedures.
- Implementing discussed points with the clients and transferring the information to rest of the team.
- Creating templates to ease the medical history and scribing.
- Reviewing the quality of the medical records created by scribe.
- Maintaining quality and accurate records by following hospital procedures.
- Ensuring patient charts, paperwork, and reports are completed in an accurate and timely manner.
- Ensuring that all medical records are protected and kept confidential.
- Maintain clinical note quality using documentation norms and physician preferences
- Skills: Medical Scribing Electronic Health Records (EHR) Microsoft Excel, medical terminology, database, python,

Management Trainee-hospital Quality

Indira Ivf Hospital - PUNE, IN

- Coordination of NABH Committees meetings as per the calender
- Review Minutes of Councils meetings.
- Ensure effectiveness of committee meetings.
- Provide feedback to operations/clinical departments.
- Collation & Submission of monthly reports & dashboard.
- Preparation of action taken reports on various indicator.
- Annual updation of policies and manuals
- Quality Indicators
- Document Preparations
- Internal Quality Audits
- Analysis of Incident Reports
- NABH Assessment
- Mock drills Emergency codes

Education

- 2022 • PGDHM, Management, Sancheti College of Management Studies - Pune
GPA 54.40
- 2021 • BSc (Hons, Biotechnology, Marathwada University Aurangabad -
Aurangabad
GPA: 73.77
- 2016 • HSC, Maharashtra State Board - Aurangabad Division
GPA: 60.77

Accomplishments

Best of employees month award achieved from Indira IVF hospital.

Languages**English:**


Advanced (C1)
Hindi:


Bilingual or Proficient (C2)
Marathi:


Bilingual or Proficient (C2)
Certifications

- **Medical coding ICP from udemy online platform**
- **Business analyst from simplilern academy**

Certificate

- Software testing course from Q-spider academy
- Manual testing
- Python
- SQL
- Automation/ selenium
- Manual testing and python are over remaining is going on.