

# Dr. Aparna Pandey

## Senior Process Executive

Experienced medical records reviewer/summarizer. Responsible for reading available medical records and writing a summary of these records. Identifying the claimant's past medical history and treatment rendered.



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📍 Faridabad, India

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## EDUCATION

### Higher Secondary Education (12th)

Kendriya Vidyalaya

07/2016 - 08/2017

Completed with 85% marks

### Bachelor of Physiotherapy (BPT)

Manav Rachna International Institute of Research & Studies

08/2017 - 08/2021

Completed with 75%

## WORK EXPERIENCE

### Intern

ESIC Medical College & Hospital

07/2021 - 02/2022

Noida, India

#### Achievements/Tasks

- Maintained Patient records & documentary h/o in details.
- Worked in the department of Orthopedics, Cardiology, Paediatrics, Neurology, Oncology, ICU, Mucormycosis, COVID-19 ICU.
- Examined 10+ patients daily, formulated accurate diagnosis & best course of treatment.

### Senior Associate

Innodata India Pvt. Ltd.

03/2022 - 06/2023

Noida, UP

#### Achievements/Tasks

- Medical Summarization and transcription.

### Senior Process Executive-Voice

Cognizant Technology Solutions

06/2023 - Present

Gurugram

#### Cognizant Digital Business Ops

- Medical Scribing, Health Claims and TPA

## CORE COMPETENCES

Summarising Medical Records For Underwriter In Insurance.

Effectively Conduct Critical Assessments & Preventive Care Expert.

Exposure to MVA Cases, Exposure To Prepare A Judgement Of A File.

Excellent Patient & Family Communicator.

Adapt in Handling Equipment & Instruments.

## SEMINARS ATTENDED

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- An advanced Neuro Rehabilitation dimension organized by Department of Physiotherapy FAHS, MRIIRS, 2019.

### Necessity of Physical activity

- Cardiovascular Risk in COVID-19 patients organized by Department of Physiotherapy FAHS, MRIIRS, 2020.

## ORGANIZATIONS

Manav Rachna O.P.D & Neuro O.P.D, Faridabad  
(07/2019 - 09/2019)

Park Hospital, Faridabad (11/2019 - 01/2020)  
*Internship*

Surya Ortho Clinic, Faridabad (01/2020 - 03/2020)  
*Internship*

ESIC Medical College & Hospital, Faridabad  
(07/2021 - 02/2022)  
*Internship*

## DECLARATION

It is certified that the above information is true to the best of my knowledge. I promise to satisfy my superiors to the best of my ability