

LABITA BORO

Email:

labita1504@gmail.com

Location: Bangalore(
Dollars colony)

Cell: +91 8618408564

Work Experience

SMILES INTERNATIONAL INSTITUTE OF COLOPROCTOLOGY

January 2018- December 2018

ROLE: Healthcare Operations Manager

I worked as operations manager and efficiently oversaw overall organization functionality.

Key Responsibilities & experience:

- MOC DOC EMR solutions
- CRM solution for tele-calling
- Train healthcare personnel in tech solutions
- Manage Health Services
- Strategic Planning & Implementing Policy
- Technological Proficiency
- Hospital Data Analysis and Research
- HR manager
- Event management for training programs.
- Overlooked training programs for nurses.
- Checking the case sheets of the patients.
- Maintaining Medical Record department files.
- Inventory management and maintenance.

APOLLO MEDSKILLS (part time)

April 2018- JULY 2018

Role: Lecturer

I worked in Apollo Med Skills as a trainer, for the subject HOE (Hospital Operation Executive) course. Handled both subjective and practical.

Key Responsibilities:

- 1) Patient care executive
- 2) Patient feedback collection mechanism
- 3) Health care facility Tele calling
- 4) Co-ordinated patient workflow
- 5) financial counselling for health check-up packages
- 6) Groom healthcare professionals.

OG HEALTHCARE

March 2017-November 2017

Role: Medical Scribing (Night shift):

I had been working with OG healthcare as a medical scribe for Augmedix (US healthcare company)

Key Responsibilities & experience:

- 1) Live assistance to US physicians during the consultation via augmented reality of Google glass.
- 2) Increased in productivity of the physician by assisting them in maintaining the EHR.
- 3) Aided in reducing errors rate in documentation.
- 4) Visualized end to end US health Care workflow in Google glass.
- 5) Maintain EHR solution.
- 6) Gave enhancement insight to Augmedix.

Hosconnn Consulting Services Pvt. Ltd. November 2016 –December 2017

Role: NABH coordinator/Consulting executive.

Key Responsibilities & experience:

- Gap assessment.
- Implementing the phase I and Phase II after the gap analysis.
- Proper documentation of the case sheet and hospital records as per NABH standards.
- Training program for the hospital staff.

Chinese primary school, China Hubei Wuhan, China, Sep 2015 – Sep 2016

Role: Teacher/Lecturer

Responsibilities:

**CPMS college of B. SC NURSING, Assam,
India,**

July 2014 – November 2014

Role: Asst. Lecturer

Responsibilities:

- Support the design and develop the learning and teaching materials across a range of modules or within a subject area.
- Develop a strategy for each account that identifies their critical success factors, measurable milestones, potential obstacles and recommended
- plan of action

Skills

- ☑ Prioritization and problem solving
- ☑ Result oriented, focused and self-motivated
- ☑ Training and mentor
- ☑ Client management
- ☑ Through knowledge on medical terms.
- End to end knowledge about the hospital workflow.
- Knowledge about US healthcare system.
- Proper documentation knowledge about the EHR.
- Requirement elicitation.

Academic Credentials

- Master of Business Administration(HEALTHCARE), India 2016 – 2018
- Lateral entry MBBS in China, Nanchang, JUXTCM Medical college. (2014-2016). (Certificates submitted to the college as I signed an agreement)
- [B.SC](#) Nursing, India (2010- 2014) Guwahati medical college Assam
- ☑ Don Bosco High School, Guwahati Assam, India Class X, XII