Vineeta Sinha

Data Analyst

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ABOUT

Data Analyst with a background in healthcare, skilled in streamlining surgeries, enhancing patient experiences, and transforming complex datasets into actionable insights. Strong foundation and understanding of the broader context in which complex healthcare data operates. Adept at various procedures and techniques while ensuring patient data integrity. Passion for continuous learning, whether mastering new analytical tools or refining skills in data storytelling.

WORK EXPERIENCE

HARTFORD HEALTHCARE MEDICAL GROUP - (**03/24 - Present**)
Surgical Scheduler
- Efficiently scheduled 10-15 surgeries daily using Epic System, ensuring compliance with physicians instructions and insurance guidelines.
- Guided and supported surgical schedulers by setting a positive example, ensuring adequate training and assisting in problem solving to promote excellent patient care..

WH SURGERY CENTER, HHC - (06/23 - 03/24)
Administrative Associate
- Performed patient check-ins and registrations in accordance with standard department procedure.
- Verified demographic and insurance information upon arrival securing patient financial liability..
- Performed scheduling or rescheduling of future appointments.
- Answeredand triaged calls for the department.
- Ensured all consent and privacy forms were signed.
- Extensive experience with. Epic, Onbase and Provation softwares.

HHC OUTPATIENT SURGERY DEPARTMENT- (03/23 - 05/23)
- Assisted staff by welcoming and supporting patients in waiting, changing, and recovery rooms.
- Escorted patients on foot or via wheelchairs to the pre-op and gave changing instructions.
- Assisted office staff with other tasks like scanning and making charts.

EDUCATION
- **Diploma in Computer Science**, NIIT, New Delhi, India
- **Bachelor Degree** [Arts], IT College, Lucknow, India.

CERTIFICATIONS
- Tableau Desktop 2019
- CPC (AAPC)

TECHNICAL SKILLS

SQL
Excel
Tableau
Python
Powerpoint
ChatGpt
Epic HR System

PROJECTS

Instacart, Online Grocery

This project applies data wrangling, data quality and data consistency checks, merging dataframes, exploratory statistical analysis and data visualization using Matplotlib and Seaborn. Final report to stakeholders presented in Excel**.**
Tools: **Python**

Rockbuster, Video Rental

This project applies data cleaning, joins, advanced filtering, common table expressions, and subqueries to analyze the data and answer any ad-hoc business related questions. Final report was delivered as a storyboard in Tableau.
Tools: **PostgresQL, Tableau**

LANGUAGES

English
Hindi