

Dr K Praneeth Raj

CONTACT INFORMATION

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Visa Status: Visit Visa Expires on 27 June ,2025
Date of birth: Jun 17, 1994
Nationality: Indian

OBJECTIVE

Dedicated and results-driven Medical Administrator with an MBBS background and over 5 years of experience in hospital operations, emergency care, and patient-centered service delivery. Currently pursuing an MBA in Hospital & Healthcare Management. Demonstrated excellence in daily hospital operations, staff supervision, patient flow coordination, documentation, and compliance. Skilled in Lean Six Sigma (Black Belt), regulatory adherence, and project management. Proven success in optimizing hospital revenue, improving operational efficiency, and maintaining high standards of patient care.

EXPERIENCE

April 2023 – Feb 2025

Medical Administrator | Kirloskar hospital | Hyderabad, Telangana

- Planned and monitored daily staffing schedules to meet patient care and operational needs.
- Supervised MRD operations, ensuring secure and compliant storage of medical records.
- Trained and mentored staff, addressed performance issues, and executed disciplinary actions as needed.
- Handled administrative duties outside of standard business hours, acting on behalf of hospital leadership.
- Collaborated with doctors and nurses to coordinate patient admissions, discharges, and transfers.
- Developed and enforced SOPs aligning with organizational goals and patient-focused outcomes.
- Initiated and monitored quality care initiatives and cost-effective health packages.
- Reported regularly to senior management on operational concerns and development metrics.

March 2022 – April 2023

Emergency Physician | Nakshatra Hospital | Hyderabad, Telangana

- Led emergency care interventions including critical and trauma cases.
- Reviewed and updated ER operational protocols for optimized patient throughput.
- Maintained real-time communication with admissions and in-patient teams for seamless care.

May 2021 – March 2022

Casualty Medical Officer | Jaidhev Hospital | Hyderabad, Telangana

- Managed emergency response during the COVID-19 pandemic; enforced infection control norms.
- Participated in daily operations of emergency and support departments.
- Handled clinical documentation and care coordination across units.

Jan 2018 – May 2021

Physician Assistant | Hanshi Clinic | Hyderabad, Telangana

- Assisted with patient consultations and diagnostics, managed patient education.
- Maintained detailed documentation as per medical and legal standards.

EDUCATION

Manipal, Karnataka Sep 2024-Present	MBA in Hospital and Health Care Management Manipal Academy of Higher Education
Bishkek, Kyrgyzstan Sep 2012 - Jun 2017	MBBS International Higher School of Medicine
Hyderabad, Telangana Sep 2010 - May 2012	Bachelor of Science K.V No 2 UPPAL
Hyderabad, Telangana 1999 - 2010	Elementary School BPDAV School

LANGUAGES

English: Native
Telugu: Native
Hindi: Native

SKILLS

- Medical Insurance & Claims Coordination
- Customer Support & Case Management
- Policy Documentation & Compliance
- Quality Control & Audit Readiness
- Workflow Optimization & SOP Compliance
- MS Office (Excel Advanced), Google Workspace
- Internal Communication Tools & Templates
- Patient Feedback & Service Recovery
- Training & Cross-Functional Collaboration
- Pre-approvals & Provider Liaison

PROJECTS

Increasing Hospital Revenue through Billing Process Optimization and Patient Flow Improvement in OMEGA Hospital using DMAIC model from Lean Six Sigma and achieved:

1. A 15% increase in hospital revenue through improved billing accuracy and faster claims processing.
2. Reduced patient waiting time and optimized bed capacity utilization.
3. Shorter lengths of stay and more efficient service delivery contributed to higher patient satisfaction scores.

CERTIFICATIONS & COURSES

- **Diploma in Clinical Research and Pharmacovigilance** from CareerInPharma (2024), Bangalore. Trained in the following:
 - Clinical Trial and Phases
 - ICH GCP, Ethical guidelines and regulatory requirements
 - Case processing in Pharmacovigilance and causality assessment
 - MedDra and WHO DD
 - Adverse event and adverse drug reaction
- **Lean Six Sigma Black Belt** certification from Kennesaw State University from Coursera. Trained in the following:
 - Organization Planning and Development.
 - Team Management.
 - DFSS for the Six Sigma Black Belt.
 - DMAIC process.
- **Project Management Certification** from Google from Coursera (currently underway).
 - Foundations of Project Management.
 - Project Initiation: Starting a Successful Project.