

**Dr Hardik K Shah (BPT, PGDHHM, MBA)**

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### **Career Objective**

Aiming at a result oriented challenging career in Hospital and Healthcare Management.

### **Work experience in Administration and Managerial Field**

- ✓ At presently I am working with **MDIndia Healthcare Services TPA Pvt Ltd** as **FACC** (Fraud Abuse Control Cell) & **PM** (Provider Management) **Manager Gujarat State** Since July 2012 till continue
- ✓ I had worked at **APPLE HOSPITAL** (140 beds Multi Super Specialty Hospital) as **Hospital Administrator** from April 2011 to July 2012
- ✓ I had worked at **SAI KRISHNA HI-TECH HOSPITAL & RESEARCH INSTITUTE** (175 beds Multi Super specialty Hospital) as **Hospital Administrator** from July 2010 to April 2011
- ✓ I had worked at **USHA HOSPITAL**,(110 beds, Multi specialty) **Vapi** as **Hospital Administrator** from June 2009 to July 2010

### **Key Skill Area**

- ✓ SOP Making and Implementation for Various Department of Hospital : MRD, OT, HR, Ward, ICU, Housekeeping Services ,BMW, SOC Designing, Nursing staff, Medical Staff, Non-Medical Staff, Store Department, PRO, Corporate Tie Ups)
- ✓ TPA Management, Claims Management, IC T&C , Health claim management
- ✓ HR Management: (Job Profile Designing, Recruitment, Termination, Work Performance analyzing, Salary, Job Description, Staff Management)
- ✓ Marketing: CME, Camps, Seminar Organization, Outdoor and Indoor Publicity, Creating and Maintaining Relations with DRs, Media Dealing , TPA , Corporate Tie Ups
- ✓ Cost controlling and Quality improvement of Hospital

## Professional Qualification

Degree	University	Percentage	Year
Master in Business Administration (Operation Management)	Sikkim Manipal University	Pursuing	-
Master in Business Administration (Hospital Management)- Distance Mode	National Education Management	73.45%	Jan 2010
Post Graduate Diploma in Hospital and Healthcare Management	Saurashtra university	58.61%	June 2009
Bachelor of Physiotherapy	G.G. university	64.65%	July 2007-08

## Dissertation and Internship

Project Subject	Hospital
"Medical Audit"	Govt. of Gujarat, General Hospital, Sola- NABH accredited
"Utilization of Operation Theater"	Govt. of Gujarat, General Hospital, Sola- NABH accredited
"Materials Management of Pharmacy Department"	Health Care Groups, Medi-Surge Hospital, Mithakhali
"To do Feasibility Study for establishing a new Physiotherapy Department"	Health Care Groups, Medi-Surge Hospital, Mithakhali

## Special Course

- ✓ Basic course of computer from GKS( Gujarat Knowledge Society) April 2009

## Computer Proficiency

- ✓ MS Office – Proficiency in MS Word, MS PowerPoint, MS Excel
- ✓ Internet
- ✓ HMIS- Healthcare / Hospital management Information System

### **Seminars and Conferences attended**

- ✓ Attended seminar on Conflict management at Ahmedabad Management Association (AMA)
- ✓ Attended seminar on C.P. management at K.M. Hospital
- ✓ Attended seminar on Innovation in Healthcare Management at AMA
- ✓ Attended ASICON- Innovative Concept for Healthcare Management, Delhi

### **Personal Information**

**Name** : Shah Hardik Kirankumar  
**Date of Birth** : June, 11, 1986  
**Languages Known** : Gujarati, English, Hindi.  
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