

# SREELAKSHMI MOHAN



## Healthcare & Patient Relations Professional MSW – Medical & Psychiatric Social Work

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### PROFILE SUMMARY

- Experienced in patient relations, clinic administration, and medical social work.
- Skilled in supporting clinical operations and managing patient interactions.
- Strong communicator with a compassionate, detail-oriented approach.
- Committed to delivering quality patient experiences in hospital and rehab settings.

### KEY SKILLS

- Patient Relations & Counseling.
- Appointment & Follow-up Coordination.
- Medical & Psychiatric Social Work Support.
- Clinic Administration & EMR Management.

### EDUCATION

- **Master of Social Work (Medical & Psychiatry)**  
Amrita Viswa Vidyapeetham, Coimbatore, Tamil Nadu, India.
- **Bachelor of Commerce**  
University of Madras, Chennai, Tamil Nadu, India.

### EXPERIENCE

#### Assistant Manager – Patient Relations

Centerline Clinic, Kerala, India | Jan 2025 – Aug 2025.

- Managed patient interactions, scheduling, and follow-ups.
- Maintained medical records and supported clinic documentation.
- Coordinated internal reporting, supplies, and facility needs.

#### Medical Social Worker Intern

MVR Cancer Centre, Kozhikode, Kerala, India.

- Assisted patients with social, emotional, and financial needs.
- Coordinated with medical teams for individualized care.

#### Psychiatric Social Worker Intern

Shalom Institute of Mental Health, Palakkad, Kerala, India.

- Conducted patient assessments and assisted in therapy.
- Documented treatment progress and rehabilitation plans.

#### Medical Social Worker Intern

Ganga Spine Injury & Rehabilitation Centre, Coimbatore, Tamil Nadu, India.

- Supported rehabilitation programs and patient counseling.

#### Social Worker Intern

District Women and Child Development, Civil Station, Kozhikode, Kerala

- Supported programs focused on the welfare of women and children

### LANGUAGES

English | Hindi | Malayalam | Tamil

### VISA STATUS

Tourist Visa - Valid until 11 December 2025.