



## MUHAMMED SABITH C V

### Patient Care Coordinator/ Administrator

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Detail-oriented **Department Coordinator** with 2+ years of experience in **clinical documentation, patient interaction, care coordination, and medical scribing** within multi-specialty departments including Pulmonology, Nephrology, and Urology. Skilled in **EHR/EMR documentation, appointment management, discharge planning, CRM usage, workflow optimization, and diagnostic/procedure coordination**. Strong background in healthcare operations supported by a **Diploma in Medical Scribing (DPMS)** and **BCA degree**. Adept at improving patient experience, supporting multidisciplinary teams, and ensuring smooth OPD/IPD workflow. Seeking roles in **Patient Coordination, Healthcare Administration, Medical Scribing, or Clinical Operations**.

#### AREA OF EXPERTISE

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- Patient Care Coordination
- Appointment & Follow-up Management
- Clinical Documentation (EHR/EMR)
- Diagnostic & Procedure Coordination
- Care Transition & Discharge Support
- Multidisciplinary Collaboration
- Front Desk Management
- Hospital Operations Management
- CRM & Patient Experience Management
- Medical Terminology & Documentation
- Medical Coding
- Workflow Optimization
- Time Management & Prioritization
- Patient Communication & Counselling
- Attention to Detail & Accuracy

#### PROFESSIONAL EXPERIENCE

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##### Baby Memorial Hospital, Kerala, India

Nov-2023 – Nov -2025

##### Department Coordinator

- Coordinated **OPD and IPD patient care activities**, improving patient flow and reducing wait-time bottlenecks.
- Assisted consultants with **clinical documentation, EHR updates, and structured patient communication**, enhancing documentation accuracy.
- Scheduled procedures, managed appointments, and provided **insurance/cost counselling** when required.
- Collaborated with physicians, nursing staff, and allied health teams, ensuring **seamless departmental coordination**.
- Oversaw patient transitions between departments, strengthening operational efficiency and patient satisfaction.

##### Baby Memorial Hospital, Kerala, India

Jul -2023 – Nov -2023

##### Intern – Department of Operations

- Executed daily checks on **IP inpatient checklists**, ensuring documentation completeness and compliance.
- Assisted in preparing **discharge summaries** and coordinated with departments to ensure a smooth patient discharge process.
- Supported clinical & administrative teams with **workflow optimization, documentation, and coordination** tasks.
- Support smooth clinic operations by efficiently, greeting and guiding patients.

## **EDUCATION**

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**Bachelor of Computer Applications** - Arunodaya University  
**Diploma Program in Medical Scribing**

**2024**  
**2023**

## **ADDITIONAL INFORMATION**

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- **Languages known:** English, Hindi, Malayalam
- **Software Knowledge:** CRM Tools, EMR/EHR, **Typing speed (50 wpm)**, Microsoft Office Suite - MS Word, MS Excel, PowerPoint, G Suite – Google Sheet, Google Meet, G Mail
- **Nationality:** Indian

## **REFERENCE**

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Reference can be submitted on request.