

Nomaan Mohammed

Hyderabad, India

+91 905916-8938 | nomaanmuhammad95@outlook.com

SUMMARY

Dynamic Medical Office Administrator with extensive experience in Canadian healthcare infrastructure, patient coordination, and clinical operations, specializing in EMR implementation, medical billing, medical coding and streamlined patient flow. Proven track record in staff training, process optimization, and problem-solving to ensure secure communication and high-quality care in hospital settings. Adept at documenting patient charts, ensuring regulatory compliance, managing physician schedules and leveraging multilingual communication for efficient service delivery, with a focus on enhancing operational reliability and patient satisfaction.

CORE EXPERTISE

- **Clinical & Data Infrastructure:** Designing, setting up, and optimizing Electronic Medical Record (EMR) systems and interconnected hospital communication channels.
- **Medical Terminology & Anatomy:** Deep understanding of medical language and human anatomy used to facilitate accurate coding, billing, and transcription.
- **Medical Operations & Scripting:** Advanced proficiency in medical transcription, data entry (70 wpm), and managing clinical documentation for doctor-patient consultations.
- **Medical Billing & Coding:** Skilled in accurately documenting patient visits and procedures for insurance reimbursement and internal auditing.
- **Patient Flow Engineering:** Building and maintaining efficient scheduling and triage pipelines to manage doctor scheduling and reduce patient wait times.
- **Clinical Standards as Practice:** Provisioning and managing sterile treatment environments and surgical inventory for consistency and patient safety.
- **Staff Coordination & Training:** Leading medical teams through the adoption of new regulations and administrative protocols via custom-built training manuals.
- **Compliance & Security Fundamentals:** Implementing security-first practices including HIPAA regulations and protection of sensitive patient information.
- **Operational Resilience:** Planning and executing emergency triage and urgent care coordination to ensure high availability of medical services.

- **Systems Analysis & Anatomy:** Methodical approach to diagnosing administrative bottlenecks and applying well-versed knowledge of medical anatomy to support clinical teams.

Professional Experience

Medical Administrator

Life Cure Multispecialty Hospital

02/2025- Present

Hyderabad, India

- Spearheaded the design and deployment of the Electronic Medical Record (EMR) system to digitize patient records and streamline administrative workflows.
- Drafted accurate medical documentation, including physician referral letters and clinical summaries, ensuring all details were medically precise.
- Utilized advanced medical terminology to ensure all patient records and diagnostic reports were transcribed with 100% clinical accuracy.
- Handled medical transcription, converting audio recordings of patient consultations into detailed text notes within the EMR.
- Trained the medical team on new rules and hospital policies to ensure everyone was following the same protocols.
- Managed complex physician schedules, organizing appointments to keep the clinic running on time and reduce patient wait times.
- Processed medical billing and coding, ensuring all clinical procedures were recorded correctly for accurate insurance processing

Medical Administrative Assistant

Durham Community Health Centre

07/2021– 12/2024

Pickering, ON

- Managed clinical environment parity by maintaining and preparing treatment rooms, ensuring all surgical instruments and supplies met sterile standards.
- Utilized advanced medical terminology to ensure all patient records and diagnostic reports were transcribed with 100% clinical accuracy.
- Owned patient flow coordination in collaboration with nursing staff to minimize wait times and improve care delivery throughput.

- Enforced strict compliance with HIPAA regulations, implementing security-first practices for handling sensitive health information.
- Transcribed doctor-patient notes accurately into the system to maintain high-fidelity medical records.
- Facilitated compassionate patient care by explaining clinical procedures and providing emotional support to resolve patient concerns

Medical Assistant Intern

Mount Sinai Hospital

01/2021-06/2021

Toronto, ON

- Assisted healthcare professionals in administering medications, performing diagnostic tests, and conducting complex patient examinations.
- Updated patient charts by recording blood pressure, heart rate, and other vital signs into the EMR system.
- Managed medical supply inventory and provisioning, placing strategic orders to ensure stock levels consistently met clinical demand.
- Oversaw front-end patient inquiries and appointment scheduling, acting as the primary point of contact for in-person and telephonic communication.
- Explained treatment plans and medication instructions to patients to ensure proper post-procedure care.

Education

- **Education:** Office Administration: Health Services — George Brown College, Toronto, ON.