



ANGELA ANN GEORGE

SENIOR IN-PATIENT COORDINATOR

CONTACT

- +971-566718593
- angelaanngeorge@outlook.com
- Dubai, UAE
- <https://www.linkedin.com/in/angela-ann-george-58482625b>

EDUCATION

Master's Degree in Social work

BCM College, Kottayam, Kerala
2020-2022

Bachelor's Degree in Computer science

Assumption Autonomous College, Changanacherry
2016-2019

SKILLS

- Microsoft Excel & Word
- Effective communication
- Team management
- Leadership
- Documentation
- Patient flow management
- Medical record management
- Problem solving
- Time management

PROFESSIONAL OVERVIEW

Dedicated and organized Senior Inpatient Coordinator with 3 years of experience at Aster Medcity, skilled in managing patient admissions, discharges, and coordination between multidisciplinary healthcare teams. Proven ability to ensure smooth inpatient operations, enhance patient satisfaction, and maintain accurate medical documentation in a fast-paced hospital environment. Strong communication, problem-solving, and administrative skills with a commitment to delivering high-quality patient care.

WORK EXPERIENCE

Senior Inpatient Coordinator

Aster Medcity, Cochin, Kerala

2022- Present

- Supervised inpatient operations and ensured seamless coordination between patients and hospital departments.
- Managed admissions, discharges, and billing through the Hospital Information System (HIS) with accuracy and efficiency.
- Oversaw bed allocation, occupancy tracking, and discharge readiness to optimize patient flow.
- Handled patient complaints and service issues with prompt resolution and escalation when required.
- Coordinated with doctors, nursing staff, and allied departments to ensure timely discharge processes.
- Verified discharge summaries, documentation, and reports to maintain compliance with hospital standards.
- Guided patients and families through discharge procedures and post-hospitalization support.
- Ensured adherence to hospital policies, quality standards, and safety protocols.
- Supported quality audits, data management, and accreditation documentation for departmental performance.
- Mentored and trained junior coordinators and trainees to uphold service excellence and operational efficiency.

INTERNSHIPS

Community Social Work Trainee

Kottayam Municipality, Kerala

- Assisted in community outreach programs and social welfare initiatives.

Community Social Work Trainee

Hope Community Village Children's Home, Kanjikkuzhi, Cherthala, Kerala

- Supported child welfare activities and daily operations of the home.

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

Psychiatric Social Work Trainee

Max Minds, Kannur, Kerala

- Assisted in patient counseling and mental health support programs.

Social Work Trainee

Arike Palliative Care, Kaloor, Cochin, Kerala

- Supported palliative care services and patient-family counseling.

Medical Social Work Trainee

St. Martha's Hospital, Bangalore

- Assisted in patient coordination, discharge planning, and medical social work activities.

REFERENCE

- ***Mr. Sreejith T S***
Assistant Manager, In-patient services,
Aster Medcity, Cochin, Kerala
+91-8129082666
- ***Dr. Ipe Varughese***
Head of the Department, Dept. of Social Work,
BCM College, Kottayam.
+91-9446448215