



## DR. MOHIT NIMAVAT

**BHMS, MHM**

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### EDUCATION

- **2012–2014 MHM** (Master in Hospital Management) From HNGU University, Patan.
- **2005–2011 BHMS** (Bachelor in Homoeopathic Medicine and Surgery) From BADHMC, Saurashtra University, Rajkot.

### TRAINING AND INTERNSHIP

- Participated in training program on implementation of **NABH** Hospital standards organized by **QCI** at Gujarat in 2013.
- 2months summer internship as Management Trainee in NABH Accrediting (In Process) **Sterling Hospital, Rajkot**.
- **Basic Life Support (BLS)** training by American Heart Association (AHA) at 108 GVK-MRI at Ahmedabad.
- **Advanced Cardiac Life Support (ACLS)** training by American Heart Association (AHA) at 108 GVK-MRI at Ahmedabad.

### EXPERIENCE

#### **District Panchayat as a District Project Officer (2016–2018) (2.3Year)**

- Assist the Chief District Health Officer and Member Secretary of District Health Society in all the matter relating to overall management of human and financial resources.
- Coordinate and liaise with representatives of the insurance company, empanelled hospitals, consultant of RCH programme, various government departments like rural departments, urban departments etc. at the district level.
- Provide managerial support to district and peripheral level programme support staff and grass root functionaries.
- Assisting Chief District Health Officer in matters related to RSBY and Ma Yojana.

- Monitor managerial, administrative and financial aspect of RSBY and Ma Yojana programme in district and provide feedback for improvement.
- Identify the cause and corrective action.
- Provide logistic support to field staff for implementation of programme.
- Provide regular Feedback to Chief District Health Officer of the district.
- Under take any other duties assigned to him by Chief District Health Officer.

#### **Viral Multispeciality Hospital as a Hospital Administrator (2018 –2019)(1Year)**

- Responsible for medical service like OPD, wards, ICU, OT, Pharmacy and MRD.
- Monitoring duty rotation of all hospital staff.
- HR assistant, Recruiting and induction.
- Assisting into making salary of staff.
- Dealing with medical representative for various product & Service.
- Evolving & implementing new SOP.
- Planning and performing programs to assist in hospital process improvement.
- Hospital staff meeting and training.

#### **Flowrence Hospital as a Hospital Administrator (2019–2020) (1Year)**

- Implementation of administrative policies and procedures to improve operating efficiency of the hospital.
- Provide oversight and direct the daily hospital operations for all the department of hospital act as intermediary between doctor and staff.
- Provide guidance and support for patient care supervision and clerical staff.
- Streamlining the appropriate registration system to assure effective operations, analyze and propose change in hospital operation to achieve operating efficiency.
- Over see the personal management and training of non clinical and paramedical staff at the hospital.
- Promote discipline, regularity and punctuality among the staff.
- Manage the accuracy and timeliness of hospital and professional billing for the patients and ensure that billing procedure is properly followed.
- Day today operation:
  - Front office and reception
  - MRD
  - OPD
  - Wards
  - OT
  - ICU
  - Labor Room
  - IVF Department
- Medical and other equipments maintenance, servicing, calibration and AMC.
- Handling emergency situations in hospital in day to day operations whenever required in coordination with doctor/staff.

- Evaluating and ensuring adequate stock of consumable and supply to department.
- Regular interaction with all staff members including MO and consultants and resolving their operational issues.
- Store management; stock taking and register preparation.
- Regular maintenance and service of oxygen plant.
- Help in marketing
  - In coordination with PRO
  - Health check up camp
  - Advertisement of services
  - Coordination/tie up with TPA
- Monitoring quality indicator as per NABH.
- Active participate of NABH audit & implementation.
- Ensure proper training program for NABH policy.

#### **Accord Cardiac Care as a Hospital Administrator (2020–2021) (7Month)**

- Monitor and facilitate the clinical protocol/compliance for all medical services.
- Coordinate within-house and outside consultant for smooth functioning.
- Select and train man power in coordination with HR.
- Ensure proper functioning of the entire department.
- Ensure proper scheduling of MO, clinical assistant, nursing staff and other clinical and non clinical staff management.
- Manage inter departmental communication resolve dispute or working issues.
- Ensure that proper clinical care is given patients and organizational services standards are maintained.
- Ensure that proper clinical procedures are followed for the efficient admission, care and discharge of patients.
- Coordinate of the CSSD for the smooth functioning of the supplies.
- Ensure proper clinical coordinate for TPA cases.
- Prepare the daily report of the hospital and communicate it to the management.
- Monitor and guide functioning MRD.
- Prepare, update and circular list of VIP patients regularly to top management.

#### **Flowrence Hospital as a Hospital Administrator (2021–2023) (2Year)**

- Implementation of administrative policies and procedures to improve operating efficiency of the hospital.
- Provide over sight and direct the daily hospital operations for all the department of hospital act as intermediary between doctor and staff.
- Provide guidance and support for patient care supervision and clerical staff.
- Streamlining the appropriate registration system to assure effective operations, analyze and propose change in hospital operation to achieve operating efficiency.
- Oversee the personal management and training of non clinical and paramedical staff at the hospital.
- Promote discipline, regularity and punctuality among the staff.
- Manage the accuracy and timeliness of hospital and professional billing for the patients and ensure that billing procedure is properly followed.

- Day to day operation:
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- Active participate of NABH audit & implementation.
- Ensure proper training program for NABH policy.

#### **Elite Health Care (2023–2024) (1Year)**

- Design a hospital structure.
- Planning area of the facility.
- Work out the internal placement of various departments inside the building.

**Currently working with Ayushyaman Superspeciality Hospital as a Medical Admin. (April – 2024 Till Present)**

### **PERSONAL DETAILS**

- **Date of Birth:** 9<sup>th</sup> may 1987
- **Father's name:** Jayantilal B. Nimavat
- **Gender:** Male
- **Marital status:** Married
- **Nationality:** Indian
- **Languages known:** Gujarati, Hindi, English.