

Divya Teja

MEDICAL ASSISTANT – Patient Evaluation, Clinical Documentation, Prescription

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📍 Canada

SKILLS

- **Physiological Monitoring:** Measuring the parameters such as heart rate., temperature, and the blood pressure.
- **Electronic Medical Record Management:** Managing all the data electronically ensure accuracy and compliance.
- **Health Information Exchange:** Facilitating recipient interactions, explaining procedures, and data management.
- **Medical Equipment Operation & Maintenance:** Operating medical equipment; thermometers & stethoscopes.
- **Confidentiality and Medical Ethics:** Adhering to privacy regulations(HIPAA) and maintaining confidentiality.

WORK EXPERIENCE

Clinical Assistant

June 2022 – November 2024

Wellness Hospitals

India

- Directed and coordinated the management of 100+ critical cases, including asthma, acute coronary syndromes, and respiratory distress, reducing patient mortality risk by 30% through decisive interventions, collaborative team efforts.
- Ordered and analyzed the diagnostic tests including blood tests, X-rays, and ECGs for 300+ patients, achieving about 98% diagnostic accuracy, enabling the physicians to make informed treatment decisions, and improving outcomes.
- Facilitated in performing 200+ minor surgeries, including suturing, wound dressing, cyst excisions, and debridement, ensuring a 100% complication-free patient recovery rate, maintaining sterile techniques, and collaborating with surgeons.
- Reported 50+ Medico Legal cases to the medical council, ensuring accurate and timely documentation of case details, adherence to legal protocols, and compliance with ethical guidelines, preserving patient safety, and confidentiality.
- Notified public health authorities of births, deaths, and communicable diseases (HIV, hepatitis) for 500+ cases, maintaining accurate and timely records for reporting, and contributing to data-driven public health initiatives.
- Led and executed the vaccination drives, health camps, and clinical research projects, providing with care to over 1,000 individuals annually, improving the community health standards, and raising awareness of preventable diseases.

Medical Office Assistant

February 2018 – March 2022

Sri Sri Holistic Hospitals

India

- Analyzed and conveyed comprehensive medical histories for 500+ patients, documenting chief complaints, prior illnesses, and drug reactions, enabling accurate diagnosis and treatment decisions with a 95% patient satisfaction rate follow-up.
- Maintained and facilitated detailed clinical progress notes and legal records for over 400 patients, adhering to healthcare documentation standards, contributing to accurate patient tracking and improving hospital audit ratings by 20%.
- Presented, photographed, relayed trauma evidence for 100+ cases, including injuries and accidents, aiding in legal proceedings and patient care management, ensuring proper documentation for judicial use and case resolution rates.
- Facilitated, formulated, and articulated individualized treatment plans for 200+ patients, utilizing medical assessments to tailor care strategies, improving patient recovery times by 20%; management and monitoring of chronic conditions.
- Instructed, and empowered 200+ patients on lifestyle practices and preventive health strategies, resulting in a 25% reduction in recurring health issues by promoting healthier habits, proper nutrition, and exercise regimens in alignment.
- Conducted medical examinations for pre-employment screenings, ensuring 98% accuracy in assessments, providing clearance reports, and enhancing employee health and safety protocols for over 300 new hires across industries.

Medical Intern

February 2016 – February 2017

Bhaskar Medical College and General Hospital

India

- Liaised and recorded vital parameters including systolic/diastolic blood pressure, pulse, respiratory rate, and temperature for 300+ patients, ensuring data precision and aiding diagnostic accuracy; calibrated measurement techniques.
- Extracted, monitored, and communicated detailed medical histories for 150+ patients, capturing comorbidity, allergic responses, pharmacologic regimens, and previous interventions, clinicians to make accurate differential diagnoses.
- Collected, led, and managed 200+ biological specimens for hematological, serology, and urinalysis tests, ensuring precise labeling, seamless LIS integration, and 100% compliance with sample traceability and chain-of-custody standards.
- Interpreted diagnostic reports, identifying critical deviations in hematological, renal, and hepatic panels for 100+ patients, flagging anomalies for immediate physician review to support early-stage detection and therapeutic adjustments.
- Integrated scheduling, interdepartmental referrals, and procedural follow-ups for 100+ cases using EMR systems, reducing patient wait times by 40% and improving continuity of care across outpatient and diagnostic service units.
- Co-ordinated physicians in 50+ outpatient evaluations by compiling clinical data, updating SOAP notes, and reconciling medication lists, contributing to reduced consultation duration and improved EMR documentation completeness rates.

EDUCATION

MBBS (Bachelor of medicine & Bachelor of surgery)

2011 – 2016

Bhaskar medical college, India

CERTIFICATIONS

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| • Educational Credential Assessment , Medical Council of Canada | 2022 |
| • Basic Life Support , American Heart Association via Dr. NTR University of Health Sciences | 2017 |
| • Medical Ethics Awareness Program , Bhaskar Medical College | 2017 |
| • Registered Medical Practitioner , Telangana Medical Council | 2017 |