

VENKATA SWETHA GARIMELLA

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PROFESSIONAL SUMMARY

Detail-oriented Dentist and master's in public health with extensive experience in clinical chairside assistance, patient education, and healthcare administration. Proficient in **Ontario health privacy standards (PHIPA)**, **EMR** management, and **Infection Prevention and Control (IPAC)**. Expert in bridging clinical precision with compassionate patient care to optimize clinic workflow.

EXPERIENCE

AMMC Medical Consultancy, Toronto, CA, April 2025- November 2025

Medical Office Assistant

- **Ontario Compliance:** Manage Patient Health Information (PHI) in strict accordance with **PHIPA** and Ontario Health privacy standards
- **Clinical Support:** Prepare patients for examinations, accurately monitor vital signs (BP, Pulse, Temp), and maintain a sterile, organized clinical environment.
- **Operations:** Optimize front-office workflow using **EMR systems** for scheduling, referrals, and **OHIP billing** documentation.
- **Communication:** Act as the primary point of contact for patient inquiries, ensuring clear communication regarding procedures and follow-up care.

Aditya Birla Memorial Hospital, India, September 2021 - August 2022

Dentist

- **Clinical Assisting:** Managed high-volume outpatient care, performing clinical examinations and providing chairside support for cardiology and orthopedic integrations.
- **Diagnostics:** Coordinated pre-operative orders and diagnostic imaging (X-rays, ECGs) while maintaining comprehensive, anonymized clinical records.
- **Technical Proficiency:** Utilized hospital-wide EMR systems to streamline data entry and ensure 100% accuracy in medication and vaccine administration.

Rangoonwala Dental College and Hospital, Pune, India, April 2020 - April 2021

Dental Surgeon

- **Chairside Expertise:** Performed and assisted in specialized dental procedures including endodontics, prosthodontics, and oral surgery.
- **Patient Education:** Developed and delivered post-treatment care plans and oral hygiene education, improving patient adherence and long-term outcomes.
- **Clinical Workflow:** Collaborated with a multidisciplinary team to manage the patient journey from initial consultation through to complex surgical follow-ups.

EDUCATION

- **Masters in Public Health (MPH)**, April 2024
University of Alabama at Birmingham, Birmingham, AL, USA
Concentration: Epidemiology
- **Bachelors in Dental Surgery (BDS)**, April 2021
Maharashtra University of Health Sciences, Maharashtra, India
- **Advanced Dental Admission Test (ADAT):** Completed May 2026

SKILLS

- **Certifications:** Ontario Health Privacy & Security Training
- **Software:** Electronic Medical Record (EMR), Microsoft Office Suite.
- **Clinical:** IPAC, Sterilization protocols, Vital signs, Chairside assisting, Patient triage, Treatment planning.