

Dr. Anwar Taqveem M.D. (Physician)

A-50, Jitar Nagar, Parwana Road
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Work Experience:

7 years of experience working in clinical research & healthcare industry.

December 2014- Till date

Medical Officer cum Concierge Physician

Texas Medical Concierge

Job Responsibilities:

- Audit of (EMR) Electronic Medical Records of patient's maintained by team of Medical Transcriptionists.
- Review & Audit of patient's medical and non-medical records on the patient's portal & files (hard copy of records)
- Case Management- responsible for managing and overseeing all the case files in the EHR portal.
- Ensuring data is captured as per HIPPA by the data entry team.
- Relationship management with doctors in USA, India & Hospital CEOs.
- Oversee all the medical processes concerned with patient referrals to super-specialist doctors.
- Imparting medical advice upon consultation with international doctors & Houston concierge team.
- Responsible for managing the medical operations.
- Overseeing clients scheduling.
- Setting up and evaluating the patient prior to the tele-consultation.
- New patient intake-understanding the medical history and needs.
- Training and induction of team members.
- Coordinate functions between the Clinical and Non-Clinical Team

- Patient & caregiver counseling.
- Initiating & maintaining onsite and Offsite medical camps organized for nonprofit organization Breathe Easy India for educating people for COPD.

August 2011- November 2014

Resident & Sub-Investigator in Clinical Trials

Archana Medical & Research Centre
Delhi

Job Responsibilities:

- Patient diagnostics & care.
- Patient & caregiver counseling.
- Managing clinical trials.
- Supporting consultants/ investigators in their day to day OPD along with the patient recruitment in clinical trials.

April 2010-July 2011

Emergency Medical Officer

Mayo Hospital
Lucknow

Job Responsibilities:

- Attend the patients reporting to the emergency room.
- Make a diagnosis and provide medications/ aid as per requirement.
- To make decision on to which department patients need to be referred.
- To think on feet and take proper measures to ensure the best care is provided to the patient in emergency room.
- Coordination with the consultant/ expert for treatment.

March 2009 - March 2010

Sub-Investigator in Clinical Trials

Birla Cancer Center

SMS Medical College & Hospital

Jaipur, Rajasthan

Job Responsibilities:

- Ensuring safety of the patients involved in clinical trials.
- Responsible for ensuring adherence & compliance to study protocol,
- To conduct the study in adherence to ICH-GCP & local regulatory laws/guidelines (Schedule-Y)
- Administration of study drug to the patients.
- Address any adverse or serious adverse event as per investigators instructions.
- Patient & caregiver counseling.

July 2008 – February 2009

Asst. To Consultant Physician (Obstetrics & Gynaecology)

Krishna Heart Care & Maternity Centre

Jaunpur, Uttar Pradesh

Asst. To Consultant Physician (Paediatrics)

Shifa Nursing Home

Jaunpur, Uttar Pradesh

Job Responsibilities:

- Providing assistance to the Head Consultants for patient screening & diagnosis.
- Responsible for review of medical report & ensuring patients adherence to the prescribed medication.
- General counseling of patients & caregiver.
- Attending queries of patients & caregivers and provide them information regarding medication & proper care of patients.
- Assist Consultants by attending in-patients on timely manner and to bring any issues to the attention of consultant doctor which require urgent action.

Skills:

- Highly effective communicator with strong influencing and convincing skills.
- Ability to work autonomously & prioritize across conflicting demands.
- Ability to build & manage multifunctional performance.
- A pleasing personality and work orientated.

Educational Qualifications:

- **MBA in Hospital Administration** (Distant Learning)
Year: Pursuing
Subharti University
- **Diploma in Family Medicine**
Year: 2014
Apollo Hospital
New Delhi
- **M.D. Physician** (General Medicine)
Year: 2008
Yerevan State Medical University
Armenia
- **Ambulance Training (Basic)**
Year: 2002
Boston School of Medicine Centre
Armenia

Languages Known:

English, Hindi, Armenian, Urdu

Marital Status: Married

Date of Birth: 17 April 1980

References: Available on request

Declaration:

I hereby declare that the information furnished by me is true and correct to the best of my knowledge. In case any of the information is found to be wrong, my application is liable to stand cancelled.

Name: Dr. Anwar Taqveem

Place: Delhi

Date: 01 Dec 2015

UPDATED ON: 01 Dec 2015