



DEEPTIMAYEE DASH

Patient Data Coordinator

WORK EXPERIENCE



**IQVIA - CONSULTING AND INFORMATION SERVICES
INDIA PRIVATE LIMITED**

Novartis -Patient Support Program Operations

Feb 2021 – Feb 2025

- Collected, assessed, and reported Adverse Events (AEs) using Novartis PVI (**Pharmacovigilance Intake**) tool within 24 hours, in compliance with global regulatory timelines.
- Ensures data accuracy via SDV and CRF review on drug studies to ensure data quality and protocol compliance.
- Monitor and ensure timely reporting product technical complaints within defined TAT. Adhering to all legal and organizational guidelines
- Performed analysis and evaluation of safety data to detect potential safety signals and trends
- Maintained reconciliation of Informed Consent Forms (**ICF**) and internal trackers to support safety documentation and communication continuity.
- Ensure adherence to global pharmacovigilance regulations (e.g., FDA, EMA, MHRA, ICH-GCP).
- Listening calls to identify errors, validating prescription, identifying defects, and reporting findings to improve quality of patient data.
- Assist Compliance and Regulatory Affairs Management during Study Audits, Internal Audits, Sponsor Audits, or Regulatory Inspections, including the effective preparation of related documentation, training of staff, providing accurate information and tracking of audit responses.
- Trained in pharmacovigilance workflows and regulatory standards including MedDRA coding, case narrative writing, and safety database management.
- Ensured product complaint reports and safety documentation were submitted within defined time.

PROFILE

Detail-oriented and highly organized Patient Data Coordinator with 6.6 years of experience in managing, analyzing, and maintaining patient records and healthcare data in compliance with HIPAA and regulatory standards. Skilled in EMR systems, data entry, and cross-functional communication to support clinical operations and improve patient care workflows. Adept at ensuring data accuracy, coordinating with healthcare teams, and optimizing data processes to enhance decision-making and operational efficiency. Committed to maintaining confidentiality and delivering high-quality administrative support in fast-paced medical environments.

CONTACT

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CERTIFICATION

Advanced Diploma in Clinical Research
Institute -Clini India 2025
Modules: Clinical Trial Management, Clinical Data
Management, Pharmacovigilance, Medical Coding



Training

Natural Heritage and Biodiversity Techniques in Molecular biology

Molecular diagnostic techniques for the detection of human diseases

Skills

- Proficiency in MS Office Suite (Word, Excel)
- Strong Communication
- Team leadership
- ICH GCP & Regulatory guidelines
- Documentation accuracy
- Clinical data management (CDM)
- Quality assurance
- SAE Reconciliation
- Site Monitoring
- Pharmacovigilance (Drug Safety)
- Clinical Trial Management (CTM)

Achievement & Rewards:

- Received appreciation for working on client dashboard and assisting the team leaders on time.
- Received appreciation from client for proactively highlighting process gaps and suggesting improvement measures.
- Recognized for maintaining high accuracy (99.8%) in SAE data entry and MedDRA coding in pharmacovigilance case processing.

MEDLIFE INTERNATIONAL PRIVATE LIMITED

Associate Pharmacist - Ecommerce Operations

Sep 2018 - Feb 2021

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- Assist Pharmacist in interpreting and transcribing medication information.
- Prescription Verification Process as per the Drug & Cosmetics (D&C) act
- Label all products appropriately including cautionary and auxiliary labels and responsible for digitizing and processing prescriptions on the system in a timely manner
- Based on customer query suggest them medication brands, medical equipment, or healthcare supplies
- Maintained Schedule H1 Drug Data
- Educate the customer on the dosage and precautions to be considered with possible side effects in case of non-adherence.
- Prepared process SOP's and assisted team leads to ensure process

EDUCATION

RTM Nagpur university-Campus

2016 - 2018

Master of Science in **Zoology** (morphological reproductive physiology)

RTM Nagpur university- Institute of science

2013 - 2016

Bachelor of Science in Biology-botany, zoology, and chemistry