

# Bhuvaneshwari Majji

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## Education:

### Master of Professional Studies: Health Information Technology

University of Maryland Baltimore County, Maryland, United States

January 2023 – May 2024

Cumulative GPA: 3.67 out of 4

### Master of Business Administration: Human Resource Management

Andhra University, Visakhapatnam, India.

September 2020 - April 2022

Cumulative GPA: 3.5 out of 4

### Bachelor of Pharmacy

Gitam Deemed University, Visakhapatnam, India.

July 2016 – June 2020

Cumulative GPA: 3.3 out of 4

## Skills

- **Privacy & Security:** HIPAA Privacy/Security support, minimum-necessary monitoring, access-log review, break-glass/VIP chart checks, breach investigation support, BAAs support
- **Regulatory & Accreditation:** CMS Conditions of Participation (working knowledge), Joint Commission readiness support, OSHA (workplace safety awareness), documentation integrity and consent/ROI controls
- **Audits & Monitoring:** Internal audits, chart/documentation audits, coding validation (ICD-10-CM/PCS, CPT/HCPCS, modifiers), payer-rule checks, audit evidence logs, findings-to-closure tracking
- **Incident Management & Risk:** Incident intake and investigation support, root cause analysis, corrective/preventive action tracking, risk register support, compliance calendar management
- **Training & Communication:** Annual/new-hire compliance training support, quick-reference guides, knowledge checks, cross-functional coordination with clinical, billing, and IT/security teams
- **Analytics:** Advanced Excel (pivot tables, dashboards, macros), SQL, Python (Pandas), Power BI, Tableau
- **Systems/Platforms:** EHR audit logs, Haystack (privacy/access monitoring workflows), Epic (Clarity / Reporting Workbench exposure), eClinicalWorks exposure, PLM systems, UL WERC Smart®
- **Healthcare Domains:** Credential/license tracking, documentation standards, consent workflows, infection control readiness support, audit readiness binder/evidence maintenance

## Experience

### Tekwissen LLC, Pennsylvania, USA

Regulatory Affairs Analyst

Jul 2024 – Present

- Lead HIPAA privacy/security support activities including risk analysis support, risk tracking, safeguard reviews, and policy update coordination.
- Run internal monitoring using Haystack and EHR audit tools to review minimum-necessary access, access logs, break-glass events, and remote-access patterns.
- Coordinate documentation and coding audits against CMS and payer expectations; validate ICD-10, CPT/HCPCS, and modifiers; partner with Revenue Integrity to resolve variances impacting denials/overpayments.
- Support incident response for privacy/safety events by coordinating investigation steps, documenting findings, tracking corrective actions, and supporting breach workflow timelines.
- Maintain a compliance calendar for annual training, BAA renewals, OIG exclusion screening support, and license/credential expirations with follow-up tracking.
- Develop and deliver HIPAA/compliance training for clinical, billing, and front-office teams; track completion and knowledge checks.

- Oversee policy/SOP lifecycle support for documentation standards, consent/ROI, telehealth workflows, downtime procedures, and PHI transmission practices.
- Support survey readiness for Joint Commission and state regulators by assisting mock tracers and maintaining evidence logs for patient safety and infection control readiness.
- Partner with IT/Security on role design and access provisioning; support MFA/adopted controls; document and help remediate segregation-of-duties risks.
- Build Power BI/Excel dashboards to report audit findings, training completion, access exceptions, and incident aging; present updates to compliance stakeholders.

## **Akshaya Hospitals**

Regulatory Analyst

May 2022 – December 2022

- Conducted internal audits aligned with NABH expectations across Emergency, ICU, Pharmacy, and inpatient areas, including behavioral health services; documented gaps and tracked corrective actions.
- Supported mock drills and documentation readiness to prepare for accreditation inspections; helped maintain SOP updates, infection-control logs, and patient-rights documentation.
- Audited incident documentation for behavioral health events (altercations, self-harm attempts, elopement risk) to ensure completeness, escalation, and closure notes were recorded.
- Coordinated abuse/neglect allegation documentation workflows with clinical leadership by collecting statements, preserving records, and supporting review committee follow-ups.
- Maintained privacy/confidentiality checklists to reduce disclosure risk in shared spaces (consent processes, whiteboards, physical files, verbal disclosures).
- Partnered with nursing and pharmacy teams to verify medication management controls (labeling, storage, expiry checks, crash cart readiness, high-risk medication documentation).
- Delivered staff training on behavioral health compliance topics including incident reporting steps, privacy in shared environments, and mandated reporter awareness.
- Consolidated incident and audit trends (documentation errors, patient ID mismatches, protocol deviations) into standardized trackers and supported RCA discussions.
- Produced monthly compliance summaries and leadership-ready reports by consolidating data across units into standardized Excel/PowerPoint formats.
- Coordinated public-health documentation support (Nikshay TB reporting, immunization tracking, maternal health forms) to ensure completeness and timely submission.

## **Medicover Hospitals**

Regulatory Analyst Intern

June 2020 – September 2020

- Supported routine audits of inpatient/outpatient documentation for NABH alignment, payer expectations, and hospital protocols; tracked deficiencies and closures.
- Assisted privacy/security checks by reviewing EMR access activity and validating role-based permissions; documented issues for corrective actions.
- Built Excel-based tracking tools for audit findings, closure status, and trend reporting to standardize compliance reporting across departments.
- Supported accreditation readiness by validating completion of mandatory logs (infection control, medication administration, consents) and keeping records audit-ready.
- Participated in incident investigation support and RCAs related to documentation lapses, consent errors, and patient grievance escalations; tracked action items.
- Assisted with compliance training sessions for nurses, physicians, and admin staff on documentation standards, patient-rights documentation, and confidentiality basics.