






# NANTHA KUMAR LOGANATHAN

HEAD, FACILITIES MANAGEMENT

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## ABOUT ME

Experienced Head Of Facilities Management with a demonstrated history of working in the hospital & health care industry. Skilled in Healthcare Consulting, Healthcare Industry, Medical Billing, and Next Gen. Strong operations professional with a Executive Master of Business Administration (M.B.A.) focused in Corporate Management from Open University Malaysia.

## PERSONAL DETAILS

**Date of birth**  
26 January 1981

**Nationality**  
Malaysian

**Marital status**  
Single

## WEBSITES & SOCIAL LINKS

Linkedin:  
<http://www.linkedin.com/in/nantha-kumar-2364b221>

## WORK EXPERIENCE

### UM SPECIALIST CENTRE

KUALA LUMPUR  
Jun 2009- Present

### HEAD, FACILITIES MANAGEMENT

#### 1. Medical Services

Clinical Governance

- i. Liaise directly with Medical Director and Clinical HODs to develop and implement SOPs in relation to patient care quality.
- ii. Coordinate with Legal Services and Customer Relations Management department to investigate and manage all unexpected mortality, morbidity, complications and complaints related to patient care.
- iii. Works with CEO, COO, Medical Director, Legal Services, in developing, amending and implementing regulations and bye-laws pertaining to the Consultant Specialists' practice in UMSC.
- iv. Works with CEO, COO and Medical Director with relevant departments to coordinate and manage any government enquiries or audit.
- ii. Medical Records
  - i. Responsible to plan, develop and establish efficient management of patients' medical records and maintain the integrity and confidentiality of patients' medical information in compliance to the Ministry of Health Acts and regulations.
  - iii. Coordination of medico-legal claims and major complaint cases
    - i. Responsible to coordinate with the relevant departments in ensuring appropriate management/necessary attention to medico-legal claims and major complaint cases.
    - ii. Collaborate and coordinate with Legal Services to drive the strategy and jointly handle the case.
    - iii. Collaborate and coordinate with Medical Records if case records need to be provided.
    - iv. Ensure that the medical specialist involved is aware of the claim/complaint and their insurer has been informed.
    - v. Ensure that all medical specialists have confirmed their professional indemnity insurance.

#### 2. Strategic Procurement

- i. Lead the Procurement Department to ensure efficient cost control, effective supply chain management process and excellent support services

#### 3. Material Management

- i. Responsible to plan, manage and execute an efficient and effective total warehouse/central store storage management, involving ordering, storage and distribution of products and materials, temperature-controlled pharmaceutical drugs and storage of hazardous materials within the Company

#### 4. Project Management

- i. Manage cost estimation, technical specification, tender documents and assist in evaluation of contractor/ vendor performance on each project and propose improvement.
- ii. Monitoring of Projects and Renovation Works and ensure the work schedule, quality target and safety standard are strictly adhered to.

REFERENCES

ROZANNA M. ROSLY

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PROFESSOR DR VICKNES  
WARAN MATHANESWARAN

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LANGUAGES

• ENGLISH

• BAHASA MELAYU

• TAMIL

- iii.Regular meeting with manager on improvement. To assess and analyze the work process and quality, report non-compliances to FMS Manager and propose improvement plan.
- iv.Purchase requisition / Purchase Order Management. To Manage quotation and PR/PO process and ensure timeliness of work completion.
- v.Service Vendor Management. Coordinating vendor activities and to meet regularly with Outsourced Service Provider on the persisting issues and propose for solution.
- vi.Actively participate and functions as required in the committee as assigned.

**5. Facility Engineering Maintenance Services (FEMS)**  
Managing and supervising vendors’ staff in carry out their day to day duties and responsibilities.

**6. Biomedical Engineering Maintenance Services (BEMS)**  
Manage, Control and directs all functions related to biomedical safety testing, repair and maintenance of biomedical patient care equipment.

**7. Hospital Support Services**  
Managing Hospital Support Services Linen and Laundry Services, Cleaning Services , Cafeteria and Healthcare Waste Management Services.

**8. Security Services**  
Collaborating with department managers to determine security needs.  
Planning and implementing comprehensive security strategies.  
Supervising, recruiting, and training security personnel.

**9. Transport Services**  
Managing Patient transporters, also known as hospital transporters, are responsible for moving patients to various locations throughout the hospital.

**10. Business Operations Management**  
i.Assist CEO ,COOand Medical Director to ensure the operations of each of the Business Operations divisions are smooth by formulating strategies in order to achieve excellence in service level.  
ii.Represent UMSC for official matters related business operations to Ministry of Health and other government officials to ensure strong, on-going relationship is maintained.  
iii.Set direction for the department in quality improvement program in order to measure and maintain the level of service quality in UMSC.

**11.Collaborative coordination with UM Health**  
I. Representative for UMSC to coordinate the implementation of the UM Health project based on the project timeline.  
ii.Official member of UM Health Steering Committee. Coordinate meetings and formulate strategies for technical project management.  
iii.Provide, coordinate and record all related documents including activity reports of each Project / entity during the duration of the project.  
iv.Monitor financial expenditure and ensure project development is in accordance with applicable guidelines and regulations from time to time.  
v.Prepare and provide regular reports on project developments to the University Management Committee, University Board, UM members or as required by the UM Health Steering Committee from time to time.  
Ensure the project is completed in accordance with the timeline and financial performance set.

## **ALPHA SPECIALIST CENTRE**

**Petaling Jaya**  
**May 2008- Jun 2009**

### **MANAGER MEDICAL RECORDS & IT**

Overall supervision of the Medical Records & IT Department under instructions of the General Manager  
Responsible for P&L, Costing and budget management of all Hospital Services  
Ensure the maintenance departmental records using a complex computerized filing system to retrieve files, locate missing records, file new and updated information, merge duplicate records, abstract charts, and purge old records.  
Oversee I.T requirements and issues patterning I.T Procurement and service  
Perform chart constructions and use the department's computer system to compile, monitor and file legal documents pertaining to patient births, deaths and other medical information.  
Assist physicians with completion of medical record deficiencies which must be resolved within 30 days of patient discharge to ensure compliance with MOH and state regulations.

## **ASSUNTA HOSPITAL**

**PETALING JAYA**  
**May 2004- May 2008**

### **MEDICAL RECORDS EXECUTIVE**

Plan, develop, maintain and operate a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyse information.  
Resolve/clarify codes and diagnoses with conflicting, missing, or unclear information by consulting with doctors and other relevant parties.  
Managing, directing and controlling activities of 30 personnel in the medical records department.  
Develop Departmental Standard Operating Procedures and in-service educational materials to train medical records staff.  
Prepare statistical, narrative reports and graphic presentations of information for researchers and other users on diseases treated, surgery performed, and use of hospital beds.  
Produce monthly reports for the Ministry of Health of Health

## **SUNWAY MEDICAL**

**PETALING JAYA**  
**May 2000- May 2004**

### **MEDICAL RECORDS ASSISTANT**

Stepping stone into Health Care Industry  
Maintained medical records in proper order through sorting and filing loose paperwork in patient charts  
Used unique identification numbers when creating new patient folders according to established protocols.

## **EDUCATION**

### **OPEN UNIVERSITY MALAYSIA**

**Kuala Lumpur**  
**2018**

#### **Executive Masters Business Administration**

### **SUNWAY COLLEGE**

**Petaling Jaya**  
**1999**

#### **NCC Certificate In Human Communication and information System**

### **SUNWAY COLLEGE**

**Petaling Jaya**  
**1999**

#### **NCC Certifictae In Modelling for Computing with Mathematics**

## SUNWAY COLLEGE

Petaling Jaya  
1999

NCC Certificate In Pratical Project

## PUSAT KOMPUTER MEDIA JAYA

Perak  
2001

Professional Certificate of Computer  
Troubleshooting

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## SKILLS

- Administrative Management
  - Procurement Management
  - Records Management
  - Operation Management
  - Total Hospital Information System (HIS)
  - International Classifications of Diseases (ICD 10)
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