CURRICULUM VITAE

**Farooq**

Jammu and Kashmir, India

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**OBJECTIVE:-**

Seeking an exciting and challenging position within a dynamic innovative Organisation/Hospital, where my skills and strengths will be fully utilized, where I could serve people with my knowledge and experience for better growth and reputation of the firm.

**WORK EXPERIENCE:-**

1. Working presently in state’s renowned SHEIKH UL ALAM HOSPITAL, Srinagar, India as medical insurance officer . (From June 2015 to December 2016)

**Roles and Responsibilities:-**

* Receiving pre approval request from hospital.
* Checking the eligibility of the case as per the insurance company policies.Assessing the case details and checking whether the case should be approved or denied as per the insurance company policies.
* Raising different questions related to the case so that all case details are sufficient.
* Responding to calls received from hospitals,from insurance companies and members regarding the claim assessment and approval status.
* Validiting the information on all medical claims from patients,seeking payment from their insurance company.
* Making network between patients,doctors and insurance companies to assure positive outcome,to assure there is no missing information or incomplete information
* Preparing claims with required documentation and distribute accordingly in a timely manner to expedite payments.
* Manging all aspects of medical procedures from patients consultation to insurance pre-certification,scheduling and claim tracking.
* Maintaining transaction reports for clients. Keeping generated,updates and maintained patient profiles.
* Full knowledge of demand claims and experience of accessing the Reinbursement claims.Knowledge of excel,word.
* Knowledge of CPT and ICD coding.

2. Worked with SHEIKH UL ALAM HOSPITAL as a medical officer cum hospital administrator for one year (March 2014-May 2015).

**Roles and Responsibilities:-**

* Initial and ongoing assessment of patient’s medical, physical and psychosocial status.
* Perform history and physical examination.
* Treatment plan, order tests, medication and therapies.
* Perform rounds and record progress notes.
* Provide patients education and counselling covering health status and disease process.
* Arrange discharges and follow ups.
* Ensuring urgent medical and nursing care to patients
* **Assess the urgency and severity of presenting problems.**
* **Recommending referrals for diagn**ostic and therapeutic services.
* Maintaining IPD and OPD records, billing and insurance claims.
* Assessing and establishing lab quality, imaging quality, infection control, drugs and equipment availability, biomedical waste management, grievance handling, duty roasters and emergency alerts.
* Working with public health provider in prevention and control of communicable diseases.
* Establishing links with all staff members and dealing with all patient handling relating issues.
* Arranging meetings between the governing bodies, staff and doctors.
* Recruitment, hiring and evacuating the staff.

3. Worked with AHMAD HOSPITAL as a Resident Doctor for one year in surgical department.

**Roles and Responsibilities:-**

* Expertise in diagnosing conditions that require surgeries.
* Assisted in minimal invasive surgical procedures under L/A (cyst excision, breast mass biopsy).
* Facilitated good Post-operative care to the patients (Pain management, ambulation, wound care, maintaining vital sign charts, rounds and ASD at proper time).
* Ensured discharge of patient with DO AND DON’T chart.

4. Worked with valley renowned gynaecologist and obstetrician Dr. Bilquees Jameela in her health centre for one year.

**Roles and Responsibilities:-**

* Attended women with general health issues and reproductive health conditions.
* Assisted her in various surgical procedures (Dilation and curettage, tubal ligation, LSCS).
* Educated patients on practice that promote wellness and health (breast self-examination, personal hygiene)
* Conducted various normal deliveries under proper supervision.
* Treated wide range of common women’s issues (PCOD, irregular cycles, genital infections).

**EDUCATIONAL BACKGROUND:-**

* Bachelor’s in Unani medicine and surgery (BUMS) (homeopathy) from University of Kashmir (India) in 2012 with
* Secured 67% in First proff (University Topper)
* Secured 66% in Second proff (3rd Topper)
* Secured 63% in third proff (2nd Topper)
* Passed Higher Secondary through J&K BOSE with 73%.
* Passed High school passed through J&K BOSE with 79%.

**CLINICAL POSTING AS A STUDENT:-**

 **PROFF HOSPITAL TENURE**

FIRST PROFF SHEIKHUL ALAM HOSPITAL 16 WEEKS

 LEPROSY HOSPITAL 1 WEEK

SECOND PROFF CHEST DISEASE HOSPITAL 3 WEEKS

 BUDGAM DISTRICT HOSPITAL 4 MONTHS

THIRD PROFF JAWAHAR LAL NEHRU MEMORIAL HOSPITAL 6 MONTHS

 GOVT UNANI HOSPTAL 6 MONTHS

**Experience gained AS AN INTERN:-**

* Assisting the senior doctors in initial evaluation of patient.
* Obtaining all necessary data (history, physical, lab) required to formulate a clinical impression and plan.
* Learning the diagnostic methods and equipments.
* Maintaining the charts and progress notes of patients.
* Giving basic treatment to patients in case of emergency.
* Expediting rounds.
* In Unani department, dealt with all kinds of procedures (al hijaamah cupping, Acupuncture, Dalak, Nutool, Massasge).

**PROFESSIONAL ACTIVITIES:-**

1. Participated in AROGYA 2009 held in Kashmir 2009 organised by Department of AYUSH, Ministry of health and family welfare.
2. Visited Psychiatry hospital on world mental health day on 10 Oct 2013.
3. Participated in every pulse polio campaigns in J&K from Jan 2012 to Jan 2014.
4. Participated in intercollege seminar held on WORLD TUBERCULOSIS DAY and positioned 2nd.
5. Participated in drive of RBSK (RASHTRIYA BAL SAWSTHYA KARYAKARAM) in 2015 organised by National health mission by GOVT of India.
6. Participated in cross country run in high school organised by Kashmir Private school association.

**Positive traits:-**

* Focused, punctual and committed towards work.
* Excellent communication/interpersonal skills and a quick learner.
* Ability to prioritize workloads during busy periods.
* Computer and internet savvy.
* Adaptable according to ambience.

PERSONAL INFORMATION:

D.O.B:- 3rd Nov 1985

Marital status: - Married

Nationality/Religion:-Indian/Muslim