**Dr. Naeem**

Email: naeem.333659@2freemail.com

**Professional Experience**

Medical doctor and post graduate in Hospital administration with almost 4 years of total experience in Patient diagnosis , treatment, Medical Coding,Auditing, Insurance and administrative activities. Have good knowledge of medical terminologies and coding concepts with **ICD-9, ICD-10-CM ,CPT and HCPCS**.

Looking forward to seek a challenging position in the medical space, where I can utilize my Insurance and coding skills, experience with patient records, to accurately abstract and validate the codes, maintain patient records, and assist a facility overall in their documentation and reimbursement process

**Relevant Certifications**

* **AAPC-Certified Professional Coder-(CPC-A)** -87%, September 2015
* **AAPC-Certificate of ICD-10 Proficiency** -91%, October 2015
* **Registered forAAPC- Certified Professional Medical Auditor(CPMA) Exam**.

**Education**

* Bachelor of Ayurvedic Medicine and Surgery (**BAMS**), Rajiv Gandhi University, India
* Post Graduate Diploma in Hospital Administration (**PGDHA**), Medvarsity Online limited, Apollo Hospitals India.
* CPMA Medical auditing Course Completion Certificate - AAPC
* Certification in ICD-10 Training-2015, Al Talouk Medical Coding Training, AbuDhabi
* Certification in ICD-9 CM, CPT, HCPCS & Medical Billing Training-2015, Al Talouk Medical Coding Training, AbuDhabi

**Experience**

**Medical Coding Educator – December 2016- Till Date**

**Our International – Dhafir Educational Institute-Abu Dhabi**

* Providing thorough training and education of all coding processes

(ICD-10,CPT,HCPCS,Billing) in accordance with coding guidelines .

* Establish proper documentation technique.
* Respond to specific questions concerning coding procedures.
* Assist with the preparation of training material.
* Prepare PowerPoint presentation to better illustrate coding procedures.
* Strong knowledge of anatomy, physiology , medical terminology,diagnosis and treatment.

**Medical Coding Auditor and Insurance Coordinator:**

**January2016– December2016**

**Taha Medical Centre- Abu Dhabi.**

* Auditing the Medical Records Documentation ,Lab Reports and Radiology Reports
* Insertion of the Missed Diagnosis codes from the medical documentation, Lab reports and Radiology reports.
* Correction and assigning of appropriate Medical diagnosis codes and Procedure Codes.
* Assessment of the Prior Authorization Letter in validation with the treatment done and processing the Medical Claims accordingly.
* Enhanced submission of the Medical Insurance Claims and Pharmacy Claims to reduce Rejection and Denial .
* Good knowledge of HAAD and insurance coding standards.
* Experienced in denial management and Resubmission.
* Training doctors and front office staff on insurance and coding guidelines to avoid rejections.

**Medical Doctor - 2007 to 2008**

**Alva's Health Centre - India**

* Primary care physician at Alva's Health Centre, India.
* Responsible for the diagnosis, treatment , health education and referrals of patients
* Participated in the prevention programs and health promotion programs of the hospital
* Manage medical insurance claims and reimbursement and give appropriate solution for claims rejection

**Medical Doctor - 2004 to 2005**

**Alva's Health Centre - India**

* Primary care physician at Alva's Health Centre, India.
* Advise patients on health maintenance and disease prevention or provide case management
* Responsible for the diagnosis, treatment and referrals of patients.
* Coordinating between insurance companies regarding eligibility, payments other requirements
* Responsible for filing insurance claims and informing patients of their claims status.

Alva's Health Centre is a 250 bedded multi-specialty comprehensive hospital and health promotion centre with attached academy of education for Medical excellence

**Medical Doctor - 2004 to 2005(Part time)**

**Shafa Clinic - India**

* Handle diagnosis, treatment , health education and referrals for patients
* Handle daily paperwork including patient treatment forms
* Database management

Shafa clinic was a privately managed clinic in the outskirts of Udupi City, India.

**Internship Training - India**

**2003-2004**

* Training in diagnosis, treatment and health education
* Handle daily paperwork including patient treatment forms

**Competencies**

* Trained and Certified in Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and Microsoft Outlook.
* Possess excellent communication and interposal skills.
* Quick learner and possess leadership qualities.
* Good understanding of the health care Industry.

**Personal Information**

D.O.B : 18th Sep, 1980

Marital status : Married

Visa Status : UAE Residence Visa

Gender : Female