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| ***Curriculum Vitae***

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| **Amani****Amani.341067@2freemail.com** |    |  |
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|  **Personal Information**  |

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|  | **Birth date 29-07-1985** |  |
|  | **Gender: Female** |  |
|  | **Marital Status: Married**  |  |
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| **Nationality: Jordanian**  |
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|  **Career Objective**  |

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|  | Seeking new challenges using my experience, organized and energetic experience would be of value.* Seeking a job in a reputable establishment.
* Achieving the goals of the business I am working in, in addition to building long-term relations with the consumers.
* Having the chance of working with experienced employees in a field that will enable me to serve the company as well as enhance my skills.
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| **Personal profile** |

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|  | * Committed, focused and hard working.
* Punctual and trustworthy.
* Meticulous and organised.
* Friendly and enthusiastic.
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| **Education*** Graduated in 2008 from pharmacy faculty in Jordanian university for science & technology with grade very good.
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| **Work Experience**  |

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| * **Working as a Supervisor in Al Dhafra Insurance Company(Abu Dhabi) in medical field from 01-02-2010 till now .**
* ***Medical Claims***

-Undertake the daily claims activity, ensuring appropriate service standards are set and reasonable judgments are made. -Conducting initial verification upon receiving the claim documents from the client or hospitals. -Verifying the required documentation and compiling proper filing system.-E-claims evaluation, processing & settlement.* ***Prior Authorization(Approvals)***

-Medical & dental pre-authorization approvals from all hospitals.-Upon receiving intimation from the insured/ hospitals, verification of policy terms and conditions in order to ascertain the liability or authorizing approvals.-Ensuring all CPT as well as ICD codes are complied with.-Formulation of IR-DRG coding using the 3M system.* ***Reimbursement claims***

 -Re-imbursement evaluation, processing & adjudication as per policy terms & conditions accordingly.-Handling customer queries regarding Medical insurance claim procedures. - Communications with the TPA for cases after adjudicating the case as per medical eligibility as well as policy terms& conditions.-Day to day correspondences. |
|  | * **Working in kingdom pharmacy in Jordan as a responsible pharmacist from 1-7 -2008 to 1-7-2009.**
* Compounds and dispenses prescribed medications, drugs, and other pharmaceuticals for patient care by performing the following duties:
* 1. Reviews prescriptions issued by Physician, or other authorized prescriber to assure accuracy and determine formulas and ingredients needed
* 2. Compounds medications, using standard formulas and processes such as weighing, measuring, and mixing ingredients, if applicable
* 3. Directs pharmacy workers engaged in mixing, packaging, and labeling pharmaceuticals.
* 4. Answers questions and provides information to pharmacy customers on drug interactions, side effects, dosage, and storage of pharmaceuticals, if counseling offer is accepted.
* 5. Actively engages patients and clients with respect to customer service programs offered by the pharmacy.
* 6. Actively engages patients and clients with respect to program integrations offered by the pharmacy .
* 7. Maintains established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs.
* 8. Enters data such as patient name, prescribed medication, and cost, to maintain pharmacy files, charge system, and inventory.
* 9. Instructs interns and other pharmacy personnel on matters pertaining to pharmacy and maintains correct pharmacist to technician and pharmacist to intern ratios per state/federal law.
* 10. Maintains awareness of third party Rx systems and resolves third party rejection problems promptly, and resubmits rejected claims for payment on a timely basis.
* 11. Reports prescription errors immediately and adheres to company policy regarding medication incidents.
* 12. Maintains awareness of loss prevention controls and procedures to identify and minimize profit loss.
* 13. Develop and maintain a good working relationship with physicians and other health care professionals in order to better assist the customer
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| **Skills & training courses**  |

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| * High communication skills.
* Hard working and fast learning abilities.
* Team player and self-motivated.
* Ability to work under stress and pressure.
* Business and result oriented.
* Ability to travel and Driving license is available
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|  **Languages**  |

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| **Language** | **Level** |
| English | Advance  |
| Arabic | Expert/ mother language |

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