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Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

OBJECTIVE:

Seeking a **Medical Doctor** position in a well reputed stable company where I can make the most of my knowledge, skills and qualifications to uphold the hospital and at the same time expand my experience as a Doctor.

## JOB DESCRIPTION & SUMMARY OF QUALIFICATIONS:

* outstanding leadership skills being once a Chief of Hospital at a Government hospital in my country
* excellent knowledge and skills on medical conditions esp. on Ob-Gyne Department being personally trained on BEMONC ( Basic Emergency Management of Obstetric and Neonatal Care)
* exposed to all sections of the hospital- ER, OPD, Ward and Delivery Room
* exposed to Community Medicine and field work esp. to the indigents being a graduate of a Medical University with a Community and Problem based approach
* responds to medical/health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate;
* maintains confidentiality and impartiality;
* promotes health education in conjunction with other health professionals;
* organizes preventative medical plans for individual patients;
* meets targets set by the government for specific treatments, such as child immunizations;
* discusses the development of new pharmaceutical products with pharmaceutical sales representatives;
* keeps up to date with medical developments, new drugs, treatments and medications, including complementary medicine
* Proficient in Computer Programs and applications  as MS-Office (Word, Excel, PowerPoint)
* With Excellent customer service Skills
* Outstanding ability to maintain strong relations with Physicians, employees, patients and Insurance companies
* Remarkable ability to relate to people from different cultural backgrounds

EDUCATION:

* DOCTOR OF MEDICINE | APRIL, 2007 | MINDANAO STATE UNIVERSITY- COLLEGE OF MEDICINE
* BS GENERAL BIOLOGY | APRIL, 2002 | MINDANAO STATE UNIVERSITY- INSTITUTE OF TECHNOLOGY

**SKILLS & ABILITIES:**

Management

* With clinical competence and commitment to providing high quality care
* With attentiveness to detail and accuracy
* With extra patience and flexibility on dealing with all types of culture, ethnicity and financial status from my experience in working abroad ( Saudi Arabia) and studying in a public Medical University which focuses on helping the needy and oppressed people in our community

Communication

* Fluent in English with some understanding of Arabic language and able to communicate fairly

Leadership

* as a previous Chief of Hospital , possess excellent organization skills w/ wide array of experience on dealing w/ staff and solving internal and external problems of the hospital
* Also w/ good leadership skill on formulating and implementing policies and procedures of the hospital

EXPERIENCE :

MEDICAL INSURANCE COORDINATOR | UNITED DOCTORS HOSPITAL | MAY 2012- PRESENT

* Skilled reimbursement specialists or claims examiners by examining health insurance claims to assess whether the provider or the claim holder must pay for medical services that the claim holder received
* Also answers questions about insurance coverage w/ firm grasp of the insurance policies specific to an individual provider to properly assess whether the insurance company must reimburse the provider for treatment to a patient
* Expert and well experienced on correcting and editing insurance claim forms, reviewing payments records, completing insurance claim forms, responding to questions from physicians, insurance companies, patients and government representatives and reviewing bills, charges and other data for accuracy.
* Implement policies and procedures standard to the hospital per order by the Department head and the Administration.
* Encode new policies from different Insurance Companies in the hospital system.
* Settles disputes and arguments between patient and staff.
* Following-up with Insurance Companies delays in the approval processing
* Makes cash refund and cancellation of invoices not done in the hospital.

CHIEF OF HOSPITAL | BALO-I PROVINCIAL HOSPITAL | APRIL 2010- APRIL 2012

* Responsible for management and operation of the facility
* Provides administration, direction, and coordination for hospital activities, with the support of facility and personnel, to carry out the facility’s objectives in the provision of healthcare and the improvement of community health status
* Creates a positive and productive culture through leadership
* Provides and models the standards for operational excellence
* Recruits and retains qualified staff
* Assures the delivery of high quality patient care
* Implements clinical policies and procedures
* Ensures compliance with hospital policies as well as State, Federal and CMS rules and regulations
* Develops relationships with outside entities, including the medical community, referring physicians, and the media
* Maintains strong financial performance

**MEDICAL OFFICER III** **| KAPATAGAN PROVINCIAL HOSPITAL | OCT. 2008 - APRIL 2010**

* Diagnose disease and infection
* Gives general advice
* Prescribes medicine
* Recommends treatment
* Perform minor surgery ( suturing of lacerated wounds)
* Delivers newborn by NSVD
* Refers patient to a specialist consultant for tests and further diagnosis.
* Handles the ER, Ward, Labor Room and OPD Departments