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| ***Curriculum Vitae*** | | | | | | | | |
| **Career Objectives** | | | | | | | | |
| A hard-working multilingual Doctor (Bachelor in dental Surgery,experienced in Health Care Administration, **CPC Certified**)with a track record to pursue a challenging career which offers responsibilities and career prospects & to succeed by utilizing skills in an environment of growth and excellence.   |  | | --- | |  | | ***Highlights* Coding Medical Records as per ICD-9-CM,ICD -10 –CM, CPT, and DHA guidelines**   **Experienced to manage on time Submission for good revenue cycle (Daily or weekly submission as per management**  **requirement.)**   **Coordinating with the insurance companies for proper understanding**  **of their policies and procedures.**  **Monitor the skills of the staff to fulfill the required tasks.**   * ***General Administration*** * ***Employe/team management*** * ***policies and Procedures*** * ***Facility Management*** * ***Administration support*** * ***Organised*** * ***Customer service*** | | | | | | | | | |
| **Personal Particulars** | | | | | | | | |
| Maiden Name: | | Shamna | | | | | | |
| Date of Birth: | | 3RD MAY 1986 | | | | | | |
| Nationality: | | Indian | | | | | | |
| Languages Known: | | English, Hindi, Malayalam & Arabic | | | | | | |
| Religion: | | Islam-Muslim | | | | | | |
| Marital Status: | | married with 1 child | | | | | | |
| Visa status: | | Residence | | | | | | |
| Hobbies  and Activities: | | Music and craft | | | | | | |
| **Academic Qualifications** | | | | | | | | |
| **Name of course** | **Institution/ University** | | | | | |
| CPC | AAPC | | | | | |
| BDS | Rajiv Gandhi University, India | | | | | |
| **Profiles** | | | | | | | | |
| * Diploma in Health Care Administration * Two years of total Experience * **CPC** certified and passed **ICD-9 and ICD-10** * Worked in most challenging aspect of medicine with renowned  Doctors * Good interpersonal communication skill. * Expert computer Proficiency. * Knowledge of excel * Good written and oral communication skills in English. * Excellent ability to deliver results and manage work independently or as part of a team. * Ability to adapt to change and keep up with new developments. * Good ability to listen and build positive and cooperative working relationships with other units and colleagues. * Certified in **Arabic Speaking** Course for Beginners.   **Coding Medical Records as per ICD-9-CM, CPT, and DHA guidelines and**  **providing the quality and quantity work as per the standards for speciality**  **clinics like Radiology Diabetes & Endocrinology, Internal Medicine, OB & Gyn, GP,**  **Pediatrics, Ophthalmology, Podiatry..**   **Experienced to manage on time Submission for good revenue cycle (Daily or weekly submission as per management**  **requirement.)**   **Coordinating with the insurance companies for proper understanding**  **Of their policies and procedures.**  **Monitor the skills of the staff to fulfill the required tasks.** | | | | | | | | |
| **Professional Experience (in brief)** | | | | | | | | |
| **Organization / Hospital** | | | **Position Held** | | | **Duration** | | |
| Empees Multispeciality clinic | | | Insurance Co-ordinator | | | Jan 2015 – march 2017 | | |
| Empees Multispeciality clinic | | | Medical coder | | | April 2017 – aug2017 | | |
| KIMS Alshifa hospital ,India | | | Senior Medical coder | | | Aug 2017 – till date | | |
| Farooqia dental college hospital ,india | | | Internship | | | Nov 2013 – Dec 2014 | | |
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| * Managed clinical, professional, administrative, and clerical staff * Experienced in *E-Claim & Paper Claim Submission & Resubmission*,   (Preparing the Claims, Pre Approvals, Coding, billing, Invoicing, Encountering .   * Download ERA (Electronic remittance advice) from site and evaluates & report to the management about the rejection with detailed report. * Specialized *Denial Management Analyst* Analyzing Remittance Advice and sharing the information with physicians and coding team with Denial code. Resubmitting the rejected claims to insurance companies, with appropriate Justification with correct ICD & CPT Codes. And Taking action to prevent the rejection * Managed development and appraisal of staff, implementing policies and directives. * Supervises care provided by maintaining high visibility to patients/families and staff in the clinical area * Staff Management to include recruitment, coaching, training, evaluation and development, as well as preparation and delegation of work schedules and workflow * Utilized job skills for Information analysis, delegating work, teamwork and managing medical administration. * Participate in staff outreach and off-site health care programs in the service area as assigned by the Medical Director * Conduct outside medical public relations functions | | | | | | | | |
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