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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.

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| ***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***
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| **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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