**SHAFIULLAH**

**Email:** **shaifullah.388761@2freemail.com**

**MEDICAL TRANSCRIPTIONIST/BILLING OFFICER**

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| **CARRIER OBJECTIVE**  |
| A Medical Transcriptionist/Billing Officer with 14+ experience seeking full time jobs in healthcare Industry.  |
| **XPM Services Outsourcing medical transcription Company**  |
| * Having good command over Medical coding, billing, transcription,

and E-claims submission.* Transcribe discharge summaries and medical reports of all the departments of the hospital.
* All the reports of radiology department.
* Good knowledge of medical terminology, anatomy and physiology, and the various medical specialties as required in areas of responsibility.
* Set up and maintain medical files and databases, and good interpreting, transcribing and verifying dictations by physicians and/or other healthcare professionals with different ascent regarding patient assessment, work-up, therapeutic procedures, clinical course, diagnosis, prognosis, etc; documenting patient care and facilitating delivery of healthcare services for inclusion in medical records.
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| **SKILLS AND APPLICATIONS** |
| * + Great typing skills-80wpm.
	+ Strong computer skills as applicable to MS Office programs including Excel and Access.
	+ Strong organizational and communications skills.
	+ Insurances.
	+ Administration Liaison.
	+ Broad knowledge of Microsoft Office tools/power point presentation/Leaflets designs/brochures.
	+ Preparing charts, diagrams, and presentations for Doctors and Quality Management.
	+ Broad Knowledge ICD 10 and ICD-9 Coding Systems-undergone three months aggressive training with Medsun.
	+ Good command medical report writings.
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| **PERSONAL DETAILS**  |
| **DOB 19-02-1983****Sex Male****Marital Status Married****Languages English, Urdu, Hindi and Telugu.** |

**Education: Bachelor of Science**