**Dr. SUMAIYYA**

E-Mail: sumaiyya-396874@gulfjobseeker.com

**CERTIFIED MEDICAL CODER**

**Qualified B.H.M.S. doctor with CPC certification with 90% score**

Exposure in CPT codes, Medical Insurance, Medical Diagnosis

**POTENCY AND CAREER OBJECTIVE**

I am self-motivated person with strong urge to excel in whatever I do, with proven professional track as an individual, team performer & Team leader. I would love to deliver value added services to the organizationis major career goal.

**CORE COMPETENCY**

ICD-10, CPT, HCPCS Codes

Medical Terminology

Insurance Coordination

Claim Processing

Anatomy& Physiology

Diagnostic test

General Medicine

Line of Treatment

Patient Compliance

Non Clinical Tasks

**EXECUTIVE SUMMARY**

I am a Homeopathy practicing doctor over 5 yearsof experiencein diagnosis, analysis and treatment of patients. I have hands on experience in documentation required for medical billing using relevant software system such as MS Excel.My expertise in preparing progress notes, treatment, post- operative advice. I have sound knowledge of medical conditions, treatments and procedures. I am trained for efficiently usingICD 10, CPT 4 coding conventions.

**ACADEMIC CREDENTIALS**

* **CPC (AAPC) certification** with 90% score (Dec-2019)
* **Bachelor of Homeopathic Medicine and Surgery (BHMS) -** Maharashtra University of Health Science - First Class with Distinction- 2012

**POSITIVE SKILLS**

Grasp things quickly

Attention to detail

Good listener with analytical mind

Verbal and communication skills in English

Ability to manage and prioritize workload

Proficient ability to be team player

**EMPLOYER –Medi Assist Insurance TPA, Maharashtra, India 2014~2015**

**POSITION: Insurance Medical Officer**

**Medi Assist Insurance TPA**isIndia’s largest Third Party Administrator (TPA) and preferred wellness Partner for most discerning corporates across the country. They are offering wide range of services of wellness programme and value added services to corporate employees and individuals.

**Key Accountabilities:**

* Involved in analysing medical reports &checking the documentation in medical files to assure to appropriate evaluationto process medical claim
* Assures the final diagnoses and operative procedures as stated by the physician are valid and complete
* Approving online preauthorisation requests received
* Efficient handling of Reimbursementclaims as per SOPs, applying sound medical judgment based on best practiceand in accordance with the conditions & terms of the policies
* Effective coordination with internal departments like Billing Team, QC team and Call Centre,etc for claim settlement
* Handle relationships with clients and brokers regarding reimbursement claims by asking for additional information whenever required, by explaining the details of the settlements
* Approving pre-authorization based on the buckets allotted
* In case of any suspicious case, the same will be informed to Investigator
* Ensuring Policy conditions are fulfilled and checked from concern authority(s)
* Develop, implement and drive strategies in order to processing cases within Turn Around Time (TAT)
* Responsible for tracking, documenting risk (risk register), issue management through Help desk
* Organise MIS meetings to review performance

**HOSPITAL in SOLAPUR 2016~2017**

**POSITION: Resident Medical Officer (RMO)**

A leading integrated healthcare delivery service provider in Solapur District of Maharashtra India. The healthcare verticals comprise hospitals, diagnostics and day care specialty facilities.

**Key Accountabilities:**

* Assisting senior doctors in primary consultation and assessment during daily OPD
* Taking care of patient’s history and examinations upon his/her admission
* Supervising nurses to carry out timely treatment as per order of consultants/senior doctors
* Preparing progress notes and discharge summaries
* Supporting doctors panel in case of emergency
* Responsible for responding calls related to patient care originating from any department of the hospital
* Counselling patients on discharge, about post discharge medication, diet and other precautions

**YASHODHARA SUPER SPECIALTY, SOLAPUR 2012~2013**

**POSITION: Resident Medical Officer (RMO)**

Yashodhara Super Speciality Hospital in Solapur is the state of the art tertiary medical institution with all super speciality branches like Cardiology, Cardiac Surgery, Nephrology, Neurology, Neurosurgery, Urology, Laparoscopic surgery, Orthopaedics, Medicines,etc delivering quality care.

**Key Accountabilities:**

* Managing the process for insurance claims submissions and re-submissions.
* Attending inquiries on the subject of claim, eligibility, covered benefits and approval status issues.
* Contact physicians and other health care professionals with questions about treatments or diagnostic tests given to patients
* Comply with all legal requirements regarding insurance claim settlement

**SOFTWARE ORIENTATION**

* MS Office (Word, Excel, Power point, Outlook)

**PERSONAL DOSSIER**

Date of Birth : 2December,1989

Nationality : Indian

**Date: Signature: …………………………….**  (Dr.Sumaiyya)