**SHAFIULLAH**

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**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. |
| **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. |
| **PERSONAL DETAILS** |
| **DOB 19-02-1983**  **Sex Male**  **Marital Status Married**  **Languages English, Urdu, Hindi and Telugu.** |

**Education: Bachelor of Science**