

PROFILE



MUHAMMED SHANIB

AAPC Certified Medical Coder (CPC)
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CONTACT



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Career Objective: - To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals

A BBM Graduate, Motivated medical billing specialist with 2 years' experience in health operations management, billing, highly skilled in analyzing and validating patient information, diagnoses, and billing data. Demonstrated leadership skills that enable the processing of high volumes of patient information to achieve revenue generation goals.

WORK EXPERIENCE

Medical Billing Executive - Aug 2018 -Till date

Burjeel Hospital For Advanced Surgery, Dubai.

Burjeel is the premium healthcare division of VPS Healthcare, the private healthcare conglomerate in the Middle East and India with JCI and TEMOS accreditation.

- Checking eligibility and benefits verification for treatments, hospitalizations, and procedures.
- Determine the insurance policy coverage, including, but not limited to, diagnosis, clinical procedures, investigations, medications, limits of coverage, patient responsibility, referral authorization requirements (approvals) and lead-time thereof, etc.
- Coordinate with the insurance department regarding patient's insurance approval.
- Obtaining referrals and pre-authorizations as required for procedures.
- Collect and review referrals and pre-authorizations.
- Ensure all the approval codes attached and verified.
- Checking each insurance payment for accuracy and compliance with contract discount.
- Coordinates Doctors, Nurses, and Receptionists to ensure that the policies and procedures are followed to minimize future errors and rejections.
- Ensure the patient's medical information is accurate and up to date.
- Receive payments through various methods (cash, card and online payments etc.) and check for credibility.
- Monitor and record late payments.
- Follow-up on missed payments and resolve financial discrepancies.
- Making registration for the patients
- Making Appointments for the patients.

SKILLS

- Medical Billing
- Knowledge in Medical Terminology and Anatomy.
- Proficiency in the use of Microsoft Office programs.
- Knowledgeable in E-claims
- Knows how to operate machines like scanner, Xerox machines, fax machine.
- Administrative Multitasking.

PERSONAL INFORMATION

- Age: 25 yrs. Old
- Nationality: Indian
- Languages: English, Malayalam , Tamil and basic of Arabic.
- Civil status: Single
- Visa status:
Company Visa

- Handling the cash and reconciling the cash, credit card and checks with the transactions summaries.
- Coordination with all the department of hospital for accurate billing for the patient for all services utilize.
- Worked on SAP software.

EDUCATION

Course, Name of Institution, University/Board

- BBM, MIC Arts and Science College, Kannur University (2017)
- Medical Coding and Billing, Arown Academy (2018)
- Higher Secondary, G.H.S.S. Parappa, Board of Kerala (2013)
- High school, G.H.S.S. Parappa, Board of Kerala (2011)

DECLARATION

I hereby state and declare that all the information mentioned above are true and correct to the best of my knowledge and belief.

Place: Dubai

Muhammed Shanib

Date: 01.01.2021

