



## Dr. AMINA AJMAL (BDS, CPC)

Healthcare professional (CPC: 01748798) , MOH License: D53194  
Industry Preference: Healthcare/ Insurance /Healthcare Academics  
Address: Al Suqia building , Al Warqa , Dubai

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## Key Skills

### Healthcare Management

### Insurance Claiming

### Coordination with TPA

### Coordination with Insurance

### Insurance claiming Software

### Medical coding

### Revenue cycle management

### Submission and Resubmission

### Dental Treatments

### Training on medical coding

### Handled All Major Insurance in UAE

### Medical Auditing

## Profile Summary

- ▶ **A Progressive, Solution-oriented Healthcare Professional** with 6 years of extensive experience in treating patients & Healthcare Management.
- ▶ Specialized in Healthcare management, , Healthcare Insurance and Claim submission, re Submission, medical Auditing and, OP Management .

## Education

- **Bachelor of Dental Surgery, Kannur University, Kerala, India (2013)**

## Trainings & Certifications

- **UAE Ministry of Health Qualified Dentist (MOH License: D53194)**
- **AAPC CPC® Certified professional**  
Ref: (01748798)  
**(Certified Professional Coder)**
- **Perusing CPMA®**  
(Certified Professional Medical Auditor)

## Career Timeline

**Aroma Super specialist  
Hospital as Dentist**

2014-2016

**Moses Dental Care  
GP Dentist**

2016-2018

**Al Enwan Medical  
Center Sharjah, as GP  
Dentist**

2018-2019jan

**Etriage Training, Dubai  
as Medical Coding  
instructor**

2019 -2020 feb

**Emirates international  
hospital ,Sharjah**

2020 march

## Work Experience

**2018- 2020**

**Title : insurance coordinator and part time medical coding trainer ,Dubai. (CPC)**

### **Key Result Areas:**

- Handling insurance claims, procedure code assignment, regulatory requirements etc. Extensive knowledge of medical terminologies across broad range of medical practice with regards to coding guidelines and techniques.
- Dental coding.

**Feb '2014 – June '2018 GP DENTIST**

### **Key Result Areas:**

- Working in a busy Dental hospital providing a full range of dental treatment to patients to help them maintain oral health. Spending a significant amount of time standing and using specialist equipment. Working as part of a dental team, comprising of dental nurses and dental hygienists.

### **DUTIES:**

- Capable of handling insurance claims and procedures especially in UAE
- Examining patient's teeth and diagnosing their dental conditions.
- Fixed and aesthetic prosthesis including porcelain fused metal crowns, zirconium, veneers and Hollywood smile fabrication.
- Dealing with emergency cases like relieving a patients pain ,extractions and minor oral surgeries.
- Root Canal Treatment of anterior and posterior teeth.
- Reassuring anxious patients and clearly explaining proceed

## TECHNICAL SKILLS

- Strong computer skills with proficiency in Microsoft Office
- Microsoft office suite (Excel, Word, Outlook)

## Personal Details

Nationality	:	Indian
Date of Birth	:	19th January 1990
Marital Status	:	Married
Passport Number	:	M7736868
Languages Known	:	English, Hindi, Arabic.
Visa Status	:	Valid Resident Visa

## Declaration

I hereby acknowledge that the above given information are true to the best of my knowledge and belief.

Place: Dubai

Dr. Amina Ajmal