



Dr. AMINA AJMAL (BDS, CPC)

Healthcare professional (CPC: 01748798) , MOH License: D53194
Industry Preference: Healthcare/ Insurance /Healthcare Academics
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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

**Arora 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