



ANUSHA MARIYAM THAHIR

📍 Dubai UAE

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Professional Summary

BHMS Physician with Indian License and Certification in Internal Medicine, offering 3+ years of rich experience in Patient Care / Treatment functions while working in both Hospitals and Clinical Settings and 2 years of experience in Medical Coding & Insurance Claims Management and 1 year of experience as Clinical Manager.

Skills

DHA Guidelines	Quality & Safety Assurance
Quality Patient Care	Hospital Administration
Medical Coding Operations	Reports/ Documentation
Medical Insurance/ Claims Management	Organizational Skills
Patient Care & Management	Customer Service
Diagnosis/ Treatments	Healthcare Services Payroll Management

Work History

10.2022 - Current

Clinical Manager

First Medical Center - Dubai, UAE.

- Liaising with healthcare professionals and patients about treatment plans.
- Overseeing clinic operations and staff duties and their work schedules.
- Keeping medical professionals informed about healthcare administered at the clinic.
- Managing the clinic's budget, billing system, and inventory.
- Ordering stock and supplies for the clinic.
- Overseeing the purchasing, maintenance, and repair of clinic equipment.
- Developing procedures to deliver optimal patient care.
- Performing the hiring, training, and performance evaluation of staff members.
- Managing internal and external communications, and answering queries about the clinic.
- Front Desk Management.
- Familiar in DHA Guidelines.

05.2020 - 06.2022

Medical Insurance Specialist - Medical Coder

VEE Technologies - India

- Handled In-patient Records from the United States, complex Medical Coding, as per defined standards
- Assigned sequence of ICD-10 CM and CPT Codes to Clinic Patient Records

