

## 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 Patient Care
Medical Coding Operations
Medical Insurance/ Claims
Management
Patient Care & Management
Diagnosis/ Treatments

Quality & Safety Assurance Hospital Administration Reports/ Documentation Organizational Skills Customer Service 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

- Effectively Scanned Paper Patient Charts into the system and ensured their accuracy
- Played a key role in Patient Record Audits and Documentation Quality Checks
- Initiated queries for missing documentation, communicated with the Clinicians for lack of documentation as well as complex cases
- Reviewed Medical Records for compliance with National & International Medical Coding/Insurance Guidelines
- Performed Medical Evaluation of Claims i.e. rejection and acceptance of services given by providers on basis of medical knowledge
- Guided and mentored new joiners on Medical Coding instructions, rules management, and techniques
- Drove continuous improvement by generating suggestions and engaging in problem-solving activities to support teamwork

12.2018 - 05.2022

#### Doctor

VK Hospital Group - India

- Closely examined patient's medical history, medication, physical condition, test results and determined proper treatment procedures
- Extensively discussed various treatment with options with patients and families, for the best results
- Maintained accurate medical records and documented patient case history in detail
- Educated and guided patients regarding conditions and treatment options.
- Proactively provided Voluntary Medical Care at a local clinic, to help the needy patients

#### Education

10.2017

Bachelor of Science, Bachelor of Homeopathic Medicine And Surgery-BHMS, Dr. MGR University - India

2023

2023

Certification, CPC Course, AAPC- (Not Certified Yet-Exam Pending)

Certification, Clinical And Hospital Administrator, Academy Of Skills-**Ongoing Course** 

#### **Accomplishments**

- Adjudged as College Topper for the Academic Year 2016 and 2017
- Secured High-marks in Community Medicine Paper at University Level

Upper intermediate (B2)

#### Languages

#### **English** Malayalam Bilingual or Proficient (C2) Bilingual or Proficient (C2) Hindi Tamil

Date of Birth: 15-Sept-1993 Nationality: Indian Marital Status: Married Visa Status: Spouse Visa Present Address: Dubai, UAE

Upper intermediate (B2)

Additional Information