



# Dr. 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 2 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
Process Improvement/Optimization	Front Desk Management
Diagnosis/ Treatments	

## 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.
- 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

12.2018 - 05.2022

- 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
- Performed Medical Evaluation of Claims i.e. rejection and acceptance of services given by providers on basis of medical knowledge

## 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
- Continuously worked towards improved performance at an individual and practice level
- Educated and guided patients regarding conditions and treatment options.
- Proactively provided Voluntary Medical Care at a local clinic, to help the needy patients

## Education

2023

CPC Course (Certification Exam Pending)

2023

Certification, Clinical And Hospital Administrator, Academy Of Skills

10.2017

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

## Accomplishments

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

## Languages

### English

Bilingual or Proficient (C2)

### Hindi

Upper intermediate (B2)

### Malayalam

Bilingual or Proficient (C2)

### Tamil

Upper intermediate (B2)

## Additional Information

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