

CURRICULUM VITAE

ATIYA RASHID KHAN

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AAPC Certified Coder | Born on 15th December 1986 | Unmarried | Female | on Residence Visa

Objective

To get employed in a reputed and progressive company in healthcare sector to offer my skills to build a successful career.

Career Summary

- AAPC certified medical coder with one year experience in reputed health care providers in UAE.
- 04 years of experience in the field of Accounts and Admin.
- Thorough knowledge of accounting and administrative procedures of small to medium organizations.
- 05 years of experience as a teacher in schools in UAE and in India.

Work Experience in the field of – Health Care

Clinic	National Medical Centre Fujairah
Tenure	Sep 2021-June 2022
Designation	Medical Insurance Coordinator

Job Responsibility.

- Perform registration according to established protocols, scheduled appointments answered phones and routed calls to appropriate persons.
- Encoding claims data into E-claims system while interpreting coding and understanding medical terminology in relation to diagnoses and procedures with correct ICD, CPT, CDT.
- Submit claims and work on claims to resubmit which got denial.
- Liaise with patients and explain approval or rejection.
- Verifying the requests from doctors based on the medical conditions and determine whether requires preapproval.
- Processing claims in the system on daily basis (If required).
- Maintain record of approvals for requests that require approvals and update them frequently.
- Contact insurance carriers to verify patient's insurance eligibility, benefits, and requirements.
- Coordinating with doctors for medical reports and queries from Insurance Companies.
- Coordinating with Insurance Companies for queries related to medical approvals, claims etc.
- Verifying approval before billing the insurance patient.
- Applying application for sick leave approval from MOH/DHA.

Hospital	Thumbay Hospital Dubai
Tenure	May 2021-July 2021
Designation	Medical Coder Intern

Job Responsibility.

- Efficiently coding inpatient medical records and basic knowledge in deriving DRG codes.
- Reviewing and analyzing Inpatient medical records to ensure all applicable patient data is available for coding.
- Verify appropriate ICD 10-CM diagnosis codes and evaluate the medical records for documentation consistency and adequacy.
- Contacting other department for collecting the additional info to complete coding process.

- Utilize specialized medical classification software such as 3M to assign procedure and diagnosis codes for insurance billing.
- Clinical documentation in MRD.
- Analyzing the authorization request prior to sending it to the insurance
- Insurance verification, pre-approval checking and correction.
- Working on claims submission.

Work Experience in the field of - Accounts & Administration.

Company	S.B.Syscon Pvt Ltd
Tenure	2011 - 2013
Designation	Admin & Back Office Assistant

Job Responsibility.

- Responsible for all administrative work in the office including but not limited to the following.
- Processing the purchase orders.
- Stock/inventory management and follow-ups with suppliers.
- Price analyzing and placing orders in a cost-effective manner.
- Preparing quotations, invoices, and receipts.
- Attending customer queries.
- Co-coordinating with the sales and service agents.
- Updating daily sales reports for the higher management.
- Preparing correspondence for suppliers whenever required.
- Assisting in preparing the payroll.
- Responsible for effective communication & coordination with local banks.
- Tracking of all outgoing and incoming mail & couriers etc.
- Additional tasks are done as and when assigned by the management.
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Company	Octane Chit Fund Pvt. LTD
Tenure	2009 - 2010
Designation	Admin & Accounts Assistant

Job Responsibility.

- Primarily responsible for day-to-day accounting in the Tally software.
- Attending telephone queries in relation with accounts department.
- Petty cash Handling
- Briefing & Promoting the financial products to customers.
- Responsible collection and recovery follow-ups.
- Co-ordination with local banks on a day-to-day basis.
- Responsible for drafting letters and legal documents whenever required by the concerned manager.

Work Experience in the field of - Teaching

Name of School	India International School
Tenure	Sep 2016 – May 2019
Designation	Class Teacher – Gr1

Job Responsibility.

- Subject taught Environmental Science, Math, Moral Science and Life skill.
- To prepare, plan lessons appropriately and to keep records of such plans.
- Encouraging students to observe and question to engage them in their learning.
- Updating student registers and attendance records.
- Organizing and supporting arrangement of extra-curricular activities.
- Planning, preparing, and reviewing the school curriculum with other staff.
- Participating in appropriate meetings with parents.

- Assessing and recording a pupil's progress throughout the term.
- Briefing & Promoting the financial products to customers.
- Responsible collection and recovery follow-ups.
- Co-ordination with local banks on a day-to-day basis.
- Responsible for drafting letters and legal documents whenever required by the concerned manager.

Name of School	Saraswathi Vidya Niketan English High School.
Tenure	2015 -2016
Designation	Secondary Teacher

Job Responsibility.

- Plan, prepare and deliver instructional activities at facilitate active learning experiences.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Use relevant technology to support instruction.
- Provide appropriate feedback on work.
- Participate in department and school meetings, parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.

Certification

AAPC Certified Professional Coder Member Id-(01860068)

- ICD-10
- CPT
- HCPCS

Educational Qualification

- **Bachelor in Computer Application (BCA)** from Sikkim Manipal University
- **Bachelor of Education (B.Ed)** from Mumbai University (2015) Specialized Subjects – English & Math's
- **Higher Secondary (Science)** from Maharashtra Board
- **Diploma in Accountancy** from IIJT (2009)

Computer Skills

MS-Office, Knowledge of accounting in Tally 7.2 & IPS software, Basic knowledge of 3M, Simplex

Languages Skills

Fluent in English, Hindi & Marathi

Achievements

Received award for Full Attendance continuously for two years (2017-2019).

Participated in Guinness World Record (Largest Human boat, Transforming human image and largest human image of coffee pot (UAE Dallah)

I, **Atiya R Khan** hereby declare that the above-mentioned information about me is true to the best of my knowledge, and I am obliged to provide any and (or) all supporting documents as and when required by the proposed employer.

Thank You for taking your valuable time to go through my resume.
Sincerely,

Atiya Rashid Khan