FATHIMATH SHAIMA

CERTIFIED PROFESSIONAL MEDICAL CODER (AAPC)

PROFILE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. I wish to introduce myself as candidate for a position in your esteemed organization. I hope my educational qualification & Skills suits your requirement.

CONTACT

Mobile:
+971509489737

Place:
Ajman, UAE

Email:
shaimujafu@gmail.com

PROFESSIONAL CERTIFICATION

- AAPC – CPC Certificate
- Microsoft office suite
- Bachelor's degree

WORK EXPERIENCE

Receptionist & Billing - 2022
Mother and Child Hospital - Malappuram, Kerala, India

- Greet and attend to patients in person and over the phone.
- Professionally assist doctors, staff, visitors, and patients.
- Schedule appointments between doctors and patients.
- Assist with admissions/treatment as per agreed protocols.
- Maintain confidentiality of all doctors, staff, and patient information.
- Communicate medical results to patients under clinical supervision.
- Liaise between medical departments with discretion and professionalism.

ACADEMIC CREDENTIALS

- American Academy of professional coders
  Academic year: 2022 - 2023
  Professional Medical Coding (CPC)

- University of Calicut
  Academic year: 2019 - 2022
  BSc. Psychology

- Kerala Board of Public Examination
  Academic year: 2018 - 2019
  Higher Secondary Education (Science)

LANGUAGES

English : ★ ★ ★ ★ ☆

Hindi : ★ ★ ☆ ☆ ☆

Arabic : ★ ★ ☆ ☆ ☆

Malayalam : ★ ★ ★ ★ ★

PERSONAL IFORMATION

Date Of Birth :10-07-2001

Marital Status : Married

Gender : Female

Nationality : Indian

Religion & Caste : Islam Muslim

Visa Status : Visit Visa

KEY SKILLS AND CHARACTERISTICS

- Strong Knowledge in ICD/CPT/HCPCS, ICD10 PCS coding.
- Have complete knowledge of billing guidelines of the provider and payer.
- Sound knowledge of health revenue cycle management.
- Able to adjudicate the medical necessity for a given claims OP or IP.
- Strong computer skills in data entry, coding, and knowledge of Electronic Medical Record software; Microsoft Office Suite
- Innovative thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Ability to work under pressure and react effectively to emergency situations.
- Excellent documentation, communication, and IT skills.
- Knowledge of medical terminology, HIPAA regulations, ICD, and CPT coding.
- Comforts patients by anticipating patients' anxieties, answering patients' questions, and maintaining the reception area.

COMPUTER SKILLS & KNOWLEDGE

- Coding & Billing skill
- Ms. Excel
- Ms. Word
- Ms. Power Point
- Excellent English Typing Skill

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.