



Dr. Ancey Shibu John
B.D.S, M.B.A (Health Care Management)
Pursuing CPC and CDT

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Ambitious and energetic individual with exceptional aptitude and positive attitude. Organized and highly motivated. My strengths are:

- Ability to perform under immense pressure
- Effective management of individual and teams
- Strong believer of the fact that 'An individual's growth is exactly proportional to the growth of his/her Organization.

Currently I am working as the Unit Co-Ordinator of OPD department at Emirates Hospital Jumeirah.

My Key roles & responsibilities includes but not limited to:

- Perform documentation and filing to record patient and insurance data.
- Creating reports, analyzing data, identifying lost revenue and strategies to minimize losses.
- Ensure that codes tally with doctors' diagnosis
- Evaluate and re-file appeals of patient claims that were denied
- Answering all patient or insurance telephone inquiries pertaining to assigned accounts.
- Ordering and maintain OPD consumables and medicines stock to the par level.
- Medical transcription for orthopedic department.
- Updating nurses' educational files as they undergo training
- Making daily allocation for OPD nurses.
- Managing OPD day today activities

Academics		
 <p>M.B.A (Qualified) -</p>	Title of the Certificate	Master's in Business Administration (Health Care Management)
	Medium of Education	of Attended College (2012)
	Duration of Certificate	1.5 Years
	Country of Issuing Authority	University of Wales, United Kingdom (UK)
 <p>B.D.S (Qualified) -</p>	Country of Issuing Authority	Dr M.G.R University, Tamil Nadu, India
	Year of Graduation	2004

Experience		
 <p>Unit Co-Ordinator– OPD</p>	Company	Emirates Hospital, Jumeriah
	Promotion date:	22/08/2017 – to present

Hospital Administrator 	Company	WellnessOne Physiotherapy Centre, WestHill, Calicut
	Promotion date:	01/08/2014 – 31/12/2015
	Primary Functions	<ul style="list-style-type: none"> • Manage subordinate administrative staff • Train, and monitor clerks and secretaries, assign schedules and tasks, and develop goals as well as strategies for reaching those goals. • Consult with department heads and medical staff on their administrative needs • Take care of maintaining and repairing their physical facilities. • Creating budgets, calculating and issuing patient bills. • Organize camps and health talks • Monitor Insurance Approvals, Claims & Submission Departments
Assistant Manager (Administration) 	Company	Baby Memorial Hospital, Calicut , Kerala
	Position	Assistant Manager (Administration)
	Promotion Date	14/01/2013 – 30/06/2014
	Primary Functions	<ul style="list-style-type: none"> • Responsible for day-to-day operations, co-ordinate the actions of all departments and ensure they function well. • Sitting on committees and representing the views of departments and teams. • Maintaining information and financial data in system to analyze and measure performance of the hospital. • Auditing patient's bills and dispatching discharge summaries at the earliest. • Solving & Managing Billing Issues • Experience in Customer Service
Dentist (Smile Dental Clinic)	Company	Smile Dental Clinic
	Position	Dentist
	Joining date	01/09/2004 – 16/06/2008
Advance M S Office	Organization	Computer World, Pathanamthitta
	Duration	3 Months
Basic Life Support	Organization	International Health and Safety Training Center, Dubai
	Duration	8 Hours
Certified Professional Coder (CPC) Certified Dental Terminology (CDT)	Organization	Skyline Medical Coding
	Duration	3 Months (Course completed)
Publication	Book Name	Repercussion of stress disorder in nurses working in accident & emergency department
	Publishers	LAMBERT ACADEMIC PUBLISHING, GERMANY
	Link	https://www.lap-publishing.com/extern/listprojects
Personal Profile	Full Name	Ancey Shibu John
	Email Address	anceyjohn@gmail.com
	Contact Number	+971 568531549
	Date of Birth	15/11/1979
	Languages	English - Hindi - Malayalam - Tamil