



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

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anceyjohn@gmail.com

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.
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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

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| M.B.A (Qualified) -  Prifysgol Cymru University of Wales | 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) |
| B.D.S (Qualified) -  Dr. M.G.R. EDUCATIONAL AND RESEARCH INSTITUTE UNIVERSITY <small>Accredited with U- by NAAC AICTE Approved - MBA Accredited</small> | Country of Issuing Authority | Dr M.G.R University, Tamil Nadu, India |
| | Year of Graduation | 2004 |

Experience

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

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| 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 |