DR. IRFANA FEBIN M

CERTIFIED MEDICAL CODER

PERSONAL DETAILS

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Address	: Al Nahda , Dubai, UAE
D.O.B	: 17.04.1993
Nationality	: Indian
Gender	: Female
Marital Status	: Married
AAPC ID	: 01667299
Registration No	: 18725 (TCMC, TVM)

KEY SKILLS

- Medical Insurance
- Medical Billing
- ICD-10 Coding
- CPT Coding
- Compliance Regulations
- Medical Terminology
- Medical Documentation
- Medical Coding Guidelines
- Healthcare Administration
- Patient Care
- Analytical Skills
- Health Care Industry Knowledge

PROFILE

Dedicated and results-oriented Certified Medical Coder with over 2 years of experience in medical insurance and 5 years in the healthcare industry. Possessing comprehensive knowledge of medical coding practices, insurance processes, and regulations. Proven expertise in accurately assigning medical codes, ensuring compliance with industry standards, and optimizing revenue cycle management. Experienced in navigating the complexities of medical billing and reimbursement systems. Adept at collaborating with healthcare professionals, insurance providers, and administrative staff to streamline processes and enhance operational efficiency. Seeking a challenging opportunity in the healthcare sector, leveraging my extensive experience as a Certified Medical Coder with specialized knowledge in UAE insurance processes.

EXPERIENCES

➢ **MEDICAL CODER INTERN|** 2023
AAPC

- Gained hands-on experience in assigning appropriate medical codes (CPT, ICD-10, HCPCS) to patient records under the supervision of experienced coders.
- Assisted in reviewing and analyzing medical records, ensuring accuracy and compliance with coding guidelines.
- Learned to accurately document coding information and maintain detailed records of coded cases for auditing and reference purposes.
- Participated in quality assurance processes to verify the correctness and completeness of coded data.
- Engaged in ongoing training sessions and educational activities to enhance coding skills and stay updated on coding guidelines and regulations.
- Followed established coding policies, procedures, and compliance standards to maintain data integrity and confidentiality.

➢ **INSURANCE COORDINATOR|** 2021
MEITRA HOSPITAL CALICUT

- Verify patient's insurance coverage and eligibility prior to appointments or procedures.
- Submit and track insurance claims accurately and in a timely manner.
- Assist with billing processes, including coding, invoicing, and reconciling accounts.
- Obtain necessary authorizations or referrals from insurance companies for medical services or procedures.
- Educate patients on their insurance coverage, benefits, and responsibilities, including co-pays and deductibles.

➢ **INSURANCE OFFICER CUM ADMIN |** 2019 – 2020
NIMS HOSPITAL CALICUT

- Managing insurance claims processing for patients, including verification, submission, and follow-up with insurance companies.
- Liaising with insurance providers to ensure timely and accurate reimbursement of medical expenses.
- Maintaining updated records of patient's insurance information and coverage details.
- Assisting patients in understanding their insurance coverage, benefits, and billing processes.

➤ **MEDICAL OFFICER |** 2017 – 2018
SREERAJ AYU NURSING HOME, CALICUT

- Assessing patients' health conditions, providing accurate diagnoses, and developing treatment plans.
- Overseeing the administrative aspects of the clinic, including scheduling appointments, managing patient records, and coordinating staff schedules.
- Ensuring the smooth and efficient operation of medical facilities by managing resources, maintaining equipment, and overseeing facility cleanliness and safety.
- Responding to medical emergencies and providing immediate medical assistance and intervention as needed.

➤ **DUTY DOCTOR |** 2016
HIGHLIFE MULTI-SPECIALITY HOSPITAL, CALICUT

- Provide medical care and treatment to patients presenting in the emergency department or clinic during assigned shifts.
- Conduct initial evaluations of patients, including taking medical histories, performing physical examinations, and assessing vital signs.
- Diagnose medical conditions based on clinical assessment, laboratory tests, and diagnostic imaging. Prescribe appropriate medications and treatment plans.
- Educate patients and their families about their medical conditions, treatment options, and preventive healthcare measures.

ACADEMIC CREDENTIALS

2023	**UAE RCM TRAINING**
2016	**MEDICAL CODING AND BILLING** Arown Medical coding Academy, Calicut, Kerala AAPC CPC Certification-83% AAPC ID - 01667299
2011	**BACHELOR OF AYURVEDIC MEDICINE & SURGERY - 73%** Rajiv Gandhi University of Health Sciences TCMC Registration -18725

CERTIFICATIONS

- Member of Travancore Cochin Medical Council
- AAPC Certified Professional Coder Apprentice
- AAPC Certified Senior Medical Coder
- Certification on UAE Insurance Process
- Transcript Certification on Coding Accuracy

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

DR. IRFANA FEBIN M