

Dr.Nasheeda Rauf



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Languages

- English
- Malayalam
- Hindi
- Tamil

Personal Details

Date of Birth : 10-11-1991
Marital status : Married
Nationality : Indian
Passport No : U2874548
Visa Status : Dependent Visa
Driving License : India

Objective

"Detail-oriented and compassionate professional with a strong background in healthcare administration, medical coding, and patient care coordination. Seeking a challenging position as a Medical Coder, Administrative Assistant, Case Manager, Insurance Coordinator, or Patient Care Coordinator where I can leverage my expertise in healthcare regulations, patient interaction, and administrative support to contribute to the efficient and effective delivery of quality care."

Education

CERTIFIED MEDICAL CODER | AMERICAN ACADEMY OF PROFESSIONAL CODERS 2024

Successfully passed Certified Professional Coder Exam with 86% of mark

BACHELOR IN HOMEOPATHIC MEDICINE AND SURGERY | VINAYAKA MISSIONS UNIVERSITY, INDIA

2011 – 2017

DIPLOMA IN GUIDANCE AND COUNSELLING PSYCHOLOGY | BHARAT SEVAK UNIVERSITY

JUNE 2022 – MAY 2023

HIGHER SECONDARY EDUCATION | KERALA BOARD OF SECONDARY EXAMINATION, INDIA

2008 - 2010

Experience

CLINIC ADMINISTRATOR, HOMOEOPATHIC PHYSICIAN & COUNSELOR | MEDICARE HOMOEOPATHY & COUNSELLING CENTRE, KERALA, INDIA
2020 – 2024

- Conduct comprehensive consultations to assess patient health, counselling, diagnose conditions, and create personalized treatment plans using homeopathic remedies.
- Maintain detailed and accurate patient records, documenting consultations, treatment plans, and progress.
- Oversee daily clinic operations, including managing appointment schedules, supervising staff, and ensuring the smooth functioning of all administrative processes.
- Handle financial aspects of the clinic, including billing, invoicing, and budgeting.
- Act as the primary contact for patient inquiries and feedback, resolving any issues promptly to maintain high levels of patient satisfaction and retention.
- Develop and execute marketing strategies to promote the clinic's services, utilizing social media, community events, and patient referral programs to increase clinic visibility and patient base.

Skills

- Medical Terminology
- CPT, ICD-10-CM and HCPCS code sets
- Computer skills
- Regulatory Compliance
- Patient care
- Scheduling and Appointment Management.
- Communication skills
- Team work
- Patient Education and follow-up care.
- Data entry tools - Microsoft Excel & Google Sheets.
- Adaptability
- Attention to detail
- Empathy and compassion

MEDICAL OFFICER | HOMOEOPATHIC HEALTH CENTRE TRUST PLAZA, KERALA, INDIA

2017- 2019

- Oversee and manage the clinical services within a healthcare facility, ensuring that patients receive appropriate care.
- Maintain accurate and detailed **medical records** of patient consultations, treatments, and progress.
- Conduct regular patient rounds, review **treatment plans**, and adjust care as needed.
- Ensure patients receive proper **follow-up** care and that their medical needs are met.
- Coordinate care with other healthcare providers, including, conventional medical doctors, to ensure comprehensive treatment approaches.
- Manage patient records, ensuring accuracy and confidentiality.
- Monitor and manage inventory of office supplies, medical forms, and other administrative materials.
- **Communicate** with other healthcare providers, labs, and suppliers as necessary.
- Participate in continuing education programs and workshops to enhance skills and knowledge.

INTERN | VINAYAKA MISSION MEDICAL COLLEGE & HOSPITAL, SALEM, INDIA

2016 – 2017

- Conduct preliminary patient assessments, including taking medical histories and performing physical examinations under supervision.
- Monitor patient vital signs, symptoms, and overall condition, and report any significant changes to attending physicians.
- Assist in medical procedures and treatments as directed by senior medical staffs.
- Document patient interactions, treatment plans, and progress notes accurately in medical records.
- Communicate effectively with patients and their families, providing information about diagnoses, treatments, and care plans.
- Assist in coordinating patient care plans, including scheduling tests, procedures, and follow-up appointments.
- Participate in educational rounds, case discussions, and seminars to enhance medical knowledge and clinical skills.