# Hilalul Haque M.C.

hilalhaque@gmail.com
+971 54 574 9289
Dubai, UAE

Male
DOB: 20th Nov 1985
Nationality: Indian
Married

## CAREER OBJECTIVE

To obtain employment as **INSURANCE COORDINATOR/MEDICAL CODER/ PATIENT ADMINISTRATOR** by utilizing my knowledge of medical terminology, medical office procedures, insurance policies and extensive background of medical transcription that expands my knowledge and provides me the opportunity to apply my skills and abilities to its fullest potential.

## EXPERIENCE

### Insurance Coordinator/ Medical Coder/Patient Administrator/Medical Transcriptionist

UPANDRUNNING Medical Center, Dubai.

05/2018-04/2019

- Works directly with patients and staffs to maintain appropriate standards and practices of the health organization.
- Handles the tasks of scheduling, staffing, record-keeping, and maintenance of necessary supply levels.
- Schedules appointments and meetings between doctors and patients and are required to educate patients about what their rights are and how they will be expected to act during a procedure.
- Transcribes dictations and helps doctor to complete each patient's note accurately to add in the records for future reference.
- Compiles and record medical charts and reports and manage correspondence for the doctor's/surgeon's office.
- Arranging radiology appointments in our affiliated radiology center for the patients.
- Review the patient medical records and assign appropriate CPT codes for patients going ahead for procedures/surgeries.
- Resolves insurance queries, obtains pre-approval for services with insurance companies with regards to radiology examination and surgeries.
- Arranging pre-approvals and procedure appointments for surgeons.
- Ensures customer service excellence at the facility.

### Insurance Coordinator / Medical Coder

Al Salama Eye Hospital, Perinthalmanna, Kerala, India

05.2017– 12.2017

- Review medical record documentation to identify all services provided by physicians.
- Assign appropriate ICD 10 codes to accurately support the need for physician's service.
- Submit copies of medical documentation to insurance companies.
- Manage filling and tracking insurance claims and inform patients of their claims status.
- Process insurance claims in a timely manner.
- Manage patients with ECHS cards.
- Handle patient's queries regarding unpaid balances.
- Maintain strict confidentiality related to medical records and other data.
- Compile monthly reports as requested.

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| **Senior Medical Transcriptionist**<br>Burjeel Hospital for Advanced Surgery, Dubai | 04.2013– 04.2017 | ➢ Listen to the recorded dictation or written reports of a doctor or other healthcare professional to make professional medical reports.<br>➢ Identify inconsistencies, errors, and missing information within a report that could compromise patient care.<br>➢ Follow up with the healthcare provider to ensure the accuracy of the reports.<br>➢ Submit health records for physicians to approve.<br>➢ Follow patient confidentiality guidelines and legal documentation requirements.<br>➢ Enter medical reports into electronic health records systems after doctor confirms and releases the report.<br>➢ Compile monthly reports as requested. |
| **Medical Transcriptionist**<br>Foretranscription Private Limited, Bangalore | 01.2009 – 01.2013 | ➢ Transcribe and maintain medical files and databases, including records such as x-rays, labs, operative reports, medical histories, diagnostic workups, admission and discharge summaries, clinical, emergency room visits, and consultation reports.<br>➢ Distinguish between homonyms and recognize inconsistencies and mistakes in medical terms referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.<br>➢ Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.<br>➢ Return dictated reports in printed or electronic form for physicians' review, signature, and corrections and for inclusion in patients' medical records. |

## PROFESSIONAL AFFILIATIONS

➢ Certified Professional Coder (CPC) from AAPC in 2017.
➢ Certificate in Medical Transcription from Foretranscription Private Limited, Bangalore in 2009.

## TRAINING ATTENDED

➢ Attended three months training for CPC certification at Arown Academy, Calicut, India.
➢ Attended six months training for Medical Transcription at Foretranscription Private Limited, Bangalore, India.

## EDUCATIONAL QUALIFICATIONS

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| MBA (Healthcare Management) | : Bharathiar University, 2017 |
| Bachelor of Arts (English) | : MS University, 2010 |

## IT SKILLS

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| Software Handled | : SAP and Prompter Medical Transcription Software. |
| Typing | : Typing speed of 70 WPM with 98% accuracy. |

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

## REFERENCE

Available on Request