MOHAMED ASHRAF
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CAREER OBJECTIVE

To work in a growth-oriented, technology-based organization demanding strong interpersonal skills, as a Medical Coder and Insurance Co-Ordinator those expand my knowledge and provide me a better opportunity to utilize my skills & abilities to its fullest potential.

WORK EXPERIENCE

MEDICAL CODING.

➢ **Thumbay Hospital – Ajman_United Arab Emirates_May2019 – (Still working).**

Key skills:-
- Inpatient coding using ICD-10, CPT, HCPCS tools and 3M Software.
- Review medical invoices and medical records documentation to select appropriate coding sequence.
- Ensure healthcare providers meet specific documentation requirements that are essential in proper recordkeeping and claim reimbursement.
- Clarified treatment with Doctors, Physician Assistants, OT rooms & Physical Therapists ensuring assignment of the correct code.
- Coordinated Coding with Medical Transcriptionists and Front Desk Staff.
- Meet quality and productivity standards and deadlines/turnaround times established by Company policies.
- Ability to manage insurance companies' queries and coordinate with doctors' related information as needed to ensure coding and documentation compliance.
- Have taken over whole IP and OP approvals queries.
- Have Knowledge about UAE insurance policies and limitation.
- Participates in and applies the principles of the 3M DRG Assurance Program to ensure DRG assignment accuracy.

- Maintained good accuracy rate.
- Maintained consistent daily production of greater than 30-50 reviews per day.

MEDICAL RECORD ANALYST:

➢ **Preludesys Pvt. Ltd, Chennai – January 2018 to March 2019.**

Key skills:-
- Experience with DBQ (Database Questionnaire) team as the part of software development; medical insurance form creations, maintaining its layout, giving rules and behavior of entire forms and then mapping, quality checking in the project of QTC Medical Evaluation Protocol. (This project was lasting for 4 months).
- Since June 2018 (Medical Reviewer-Med Legal Process): Have to review approximately 1100 pages a day; Comprise of patients' personal information, test reports, initial investigation reports, and diagnosis and treatment details.
- Meet quality and productivity standards and deadlines/turnaround times established by Company policies.
- Reviews medical record documentation to select and appropriate coding sequence.

MEDICAL TRANSCRIPTION AND CODING

➢ **Annex Med Pvt. Ltd. Chennai – May 2017 – November 2017.**

Key skills:-
- Transcribing faxed documents and dictating audio files typing into word.
- Assigned appropriate ICD-9/ICD-10 and CPT codes to patient records
- Have experience placing surgery procedure codes of dermatology along with modifiers in EMR.
- Have experience under HIPPA.
- Coded for Dermatology, Cardiology, Urology, Gastroenterology, Radiology and Orthopedic practices in different states.
- Abstract clinical information for a variety of medical records
- Used E-Clinical-Work coding and transcription program.
- Clarified treatment with Doctors, Physician Assistants & Physical Therapists ensuring assignment of the correct code
- Responded to patient and Insurance inquiries

MEDICAL TRANSCRIPTION

➢ **Hearts Malabar Super Specialty Hospital – Kottakkal, August, 2015 –March 2017.**

Key skills:-
- Transcribing faxed documents and dictating audio files typing into word.
- Using ICD-10 universal diagnosis tool along with transcription.
- Thorough knowledge of medical transcription guidelines and practices and ability to use designated reference materials.
- 1.5 years of experience in transcription in all fields of Medicine especially Cardiology, Orthopedic, Pulmonology, General Medicine, Anesthesia, Radiology, Pediatric, Gynecology and Dermatology and in-depth experience in MS Office, Mediware, E-Clinical Work and use of Stedman's, Quick Look and other MT related software.
- Good typing skills of not less than 50 wpm.
- Ability to work and communicate in a positive and cooperative manner with health care personnel when providing information and services, seeking assistance and clarification and resolving problems.
- Have excellent time management skills & can meet the deadlines without compromising on quality.
- Have experience of transcribing of various types of medical reports such as discharge summary, clinical note, emergency room note, procedure reports and surgery reports.

ACADEMIC QUALIFICATIONS

- Bachelor Arts of English – *April/2013*
  The University of Calicut - Kerala
- Government of Kerala Higher Secondary Study (Science) – *March/2010*
- Government of Kerala SSLC – *March/2008*

TECHNICAL QUALIFICATIONS

- Certified Professional Coder from 2018 November by American Academy of Professional Coder.
  - i. International Classification of Diseases (ICD) – 10 CM
  - ii. Current Procedural Terminology (CPT)- E&M, Surgery, Radiology, Anesthesia, Pathology and Labs, Medicine.
  - iii. HCPCS
  - iv. HIPPA.
  - v. Deploying modifiers in proper circumstances.

- Advanced Medical Coding & Billing (2017) - Arown Academy_an ISO 9001:2015 Certified _ Calicut.
- Diploma in Medical Transcription (2015) – Silicon Square Group of Institutions _ Palakkad

An American standard based course, Specialization in.
    i. Anatomy and physiology of human body
    ii. Language of medicine
    iii. Pharmacology
    iv. Clinical pathology

- Computer and Typing Skills (2016)
    - i. Diploma in computer applications.
    - ii. Diploma in type writing.

LANGUAGE KNOWN:

- English [Fluent], Malayalam [Fluent], Arabic [Reading], Hindi [Reading].

PERSONAL DETAILS:

Passport number : N7530297

Date of issue   : 23/02/2016

Date of expiry   : 22/02/2026

Date of Birth   : 12th December 1991

Marital Status   : Single

Nationality   : Indian

DECLARATION:

I hereby declare that above mentioned are true and correct to the best of my knowledge and belief.

Place: Ajman   **MOHAMED ASHRAF K**