



# SALEEMA SALAM P

Member ID: 01957868

## PERSONAL DETAILS

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LinkedIn [linkedin.com/in/saleema-salam](https://www.linkedin.com/in/saleema-salam)  
Location Sharjah, United Arab Emirates  
Nationality Indian  
Passport No Y6962552  
Visa Status Spouse Visa

## KEY SKILLS

- Anatomy & Physiology
- Medical Terminology
- SAP (RCM Customized)
- 3M Code Finder
- Citrix
- Team Management
- CPT Guidelines
- MS Word
- MS Excel
- Communication

## LANGUAGES KNOWN

- ❖ English
- ❖ Malayalam
- ❖ Hindi

## REFERENCE

- ❖ **Mrs. INDU K VIJAYAKUMAR**  
Assistant manager  
Dynamed health care solutions Pvt ltd  
Burjeel holdings
- ❖ **Mr. AKHIL K NAIR**  
Assistant team leader  
Dynamed health care Pvt ltd- Burjeel  
holdings

## CAREER SUMMARY

Certified Medical Coder with over 2 years of experience in UAE outpatient coding, consistently maintaining an accuracy rate exceeding 95% in high-volume claim processing. Proficient in SAP and coding compliance, with a strong focus on enhancing operational efficiency. Seeking to leverage my expertise in a dynamic healthcare organization in the UAE to contribute to continued success and excellence.

## EXPERIENCE

### OP MEDICAL CODER | May 2022 – Dec 2024 |

BURJEEL HOLDINGS- DYNAMED HEALTH CARE SOLUTIONS PVT LTD  
(SPECIALIZED IN UAE CODING)

### KEY RESPONSIBILITIES

- Manages Medical Coding and also keep the update of the coding system to obtain accurate reimbursement for health care claims.
- Utilize specialized software -SAP to assign diagnosis codes and procedures.
- To review claims data to ensure that assigned codes meet required legal and insurance rules.
- To read medical diagnosis, condition and treatment on patient medical records and use industry – standard coding system, such as CPT, ICD that are entered into Health care data base.
- Communicate with physicians and other health care professionals to clarify diagnosis or to obtain additional information.
- Clearing Claim scrubbers.
- Utilizing Core Validator to ensure the correct use of ICD and CPT codes.
- Handled Claims as per DHA and HAAD guild lines for Clinics, Hospitals, and Day care centers (Burjeel, Medeor, LLH)

## ACADEMIC CREDENTIALS

2022	<b>MEDICAL CODING AND BILLING</b> Arown Medical Coding Institute CPC Certified
2018 - 2021	<b>GRADUATION BSC MATHEMATICS</b> Calicut University
2016 – 2018	<b>HIGHER EDUCATION BIOLOGY SCIENCE</b> DHOHSS Pookarathara

## OTHER SKILLS

- Polite
- Diligent
- Charismatic
- Organized
- Adaptable
- Attentive

## DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge.

**SALEEMA SALAM P**