

# Sameena Parveen

## Medical Coder / Insurance Coordinator

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Sharjah, UAE



### Profile Summary:

Dedicated and detail-oriented medical coding fresher with a strong foundation in ICD-10, CPT, and HCPCS coding systems. Recent graduate with a keen understanding of anatomy, Physiology, and medical terminology. Eager to contribute accuracy and compliance to a dynamic healthcare environment. Adept at utilizing coding software and committed to continuous learning for staying abreast of industry updates.

Dedicated and certified Medical Coder with CPC credentials, aiming for a challenging position in Medical Coding. Committed to maintaining high coding accuracy standards in compliance with healthcare regulations.

### Academic Credentials:

- Medical Coding, CIGMA Medical Coding Academy, Feb 2023 - Nov 2023, Ernakulam, Kerala, India.
- Degree In BSC Zoology, University of Calicut, 2015 – 2018, Kerala- India.

### Certifications:

- Certified Professional Coder (CPC, American Academy of Professional Coder), Member ID: 02145855.
- Degree of Bachelor of Science (B.Sc. Zoology) Reg No: SJAPSZO014

### Professional Memberships:

- CPC (AAPC)
- B.Sc. Zoology

### Prior Work History:

#### Medical Coder / Insurance Coordinator

Revenue care RCM- Abu Dhabi

*(October 2024 to April 2025)*

- Eligibility Check
- Submission / Claim Processing
- Resubmission
- E claim (RIYATI/SHAFABIYA Live Submissions)
- General ICD/CPT Exclusions
- Billing

## **Admin & Receptionist**

Al Batra Management Consultancy – Sharjah

*(January 2024 to August 2024)*

- Manage Data in Spreadsheets and records
- Keep records and reports up to date
- Organize and Schedules meeting & Events
- Carry out clerical duties answering phones and preparing documents

### **Core Competencies:**

- Passionate to Work
- Time Management
- Strategic Planning
- Strong Organizational and Multitasking Skills

### **Core Competencies (contd.):**

- Effective Communication and Interpersonal Skills
- Proficient in Data Entry and Record Keeping
- Ability to Work Independently and As Part of Team

### **Medical Coding Skills:**

- Claims Processing
- Medical Coding (ICD, CPT, HCPCS)
- Insurance Verification
- Healthcare Documentation Review
- Strong understanding of Medical Terminology, Anatomy, and Physiology.

### **Soft Skills:**

- Analytical
- Motivator
- Planner
- Hardworking
- Detail-oriented
- Communicator

### **Job Roles Looking For:**

- Approval Officer / Insurance Coordinator
- Resubmission Officer
- Executive Payer Relation

### **Personal Dossier:**

- Visa Status: Residence (Husband Sponsorship)
- Languages: English, Malayalam, Hindi, Tamil

### **Declaration:**

I hereby declare that all statements made herein above are true, complete, correct, and are not false or misleading.