

Dr GAZALA IRAM

gazalairamk95@gmail.com

Claim Analyst

+971 585804005

To

The HR Manager

Dear Sir/Mam,

I'm writing to express my interest in the titled job opportunity with your esteemed organization and I am also attaching my resume & certifications for your consideration.

The role is very appealing to me and I believe that my education, experience and strong skills make me a highly competitive candidate for this position.

Pleasure to briefly introduce myself as a Medical Claim Analyst/Investigator, as indicated in my resume. I completed my graduation in Bachelor's in homoeopathic medicine and surgery from Delhi University in 2019.

I was employed with United Health Group/Optum Global Advantage, Noida as a Claim Investigator/Analyst, for almost 3 years in claims handling, dealing in fraud, waste and abuse claims, calculations, mentoring, auditing and payment integrity.

Throughout my career, I have handled up to 50 claims per day simultaneously at various Operations related to my industry.

I would be grateful if you would consider my application. I look forward to your reply and would welcome an opportunity to schedule a meeting to discuss my candidature in detail.

I am also available at +971 585804005 for a quick call as well.

Sincerely,

Gazala Iram

1st Jan 2024

Dr GAZALA IRAM

MEDICAL CLAIM ANALYST/OFFICER

Gazalairamk95@gmail.com

+971 585804005



PROFILE

Bachelor of homoeopathic medicine and Surgery Doctor with over 3 years of experience in health insurance medical claim processing. I am a dedicated person, conscious of strict deadlines, and trained in working in high-pressure environments and carrying out end-to-end work. Excellent organizational skills backed by a positive attitude and strong work ethic. I am actively seeking a responsible role within a recognized organization.

EXPERIENCE

- **Claim Analyst (US healthcare)**

- **United Health Group (Mar 2021- Dec 2023)**

I have worked here as a claim analyst on client applications OPRS and Citrix. I worked mainly on denial coding in multiple specialties, viz., E&M, medicine, surgery, anaesthesia, radiology etc. The client is from California, US and I accomplished 50 medical claims day in and day out. My role here encompasses-

Preventing the payment of potentially fraudulent and/or abusive claims utilising medical expertise, knowledge of CPT/diagnosis codes, and CMC guidelines along with referring to client-specific guidelines and member policies.

Adherence to state and federal compliance policies and contract compliance. Assist the prospective team with special projects and reporting.

- **Medical Officer (Claim Management in both: Pre Auth and Cashless Dept)**

- **Health Insurance TPA India Pvt. Ltd. (Aug 2019- Oct 2020)**

Pre-authorization case study and adjudication as per policy terms and conditions.

Verifying the authenticity of claims, and estimating the authorization for insurance as per agreed tariff/ MOU. Analysis and interpretation of documents and situations from a doctor's point of view, effectively. Use of Extensive knowledge of medical and surgical procedures, with updated terminologies.

- **INTERN**

- **Nehru Homeopathic Medical College and Hospital (May 2018 to May 2019)**

Treating physicians in Hospital OPDs. Assisting MOs and Residents in Hospital IPDs.

Posting in Govt. Casualty to acquire basic knowledge and experience in Accidents and Medical Emergencies.

Posting in the Gynecology and Obstetrics Department for training in basic operative procedures like Cu T Insertion, and MTP in ANC Clinics.

Postings in Community Medicine Department to study and research disease Demography and Rural, Public Health.

Professional Skills

Encoder Pro

Citrix

AAPC Coding

MS Excel

MS Word

Client Application

OPRS

Personal Skills

Communication

Creativity

Problem-Solving

Team Player

Decision Making

Adaptability

Current Address –

Deira, Dubai UAE
(Visit VISA)

Marital Status – Single

DOB – March 1995

Nationality – Indian

Home Address –

New Delhi, India

LinkedIn:

<https://www.linkedin.com/in/dr-gazala-iram>

EDUCATION

Bachelor of Homeopathic Medicine and Surgery BHMS

College - Nehru Homeopathic Medical College and Hospital, Delhi University (Aug 2013 to May 2019) - Second Division

Class XII,

PCMB Sarvodaya Kanya Vidyalaya (Apr 2011 to May 2012) - 70%

Class X

Sarvodaya Kanya Vidyalaya (Apr 2009 to May 2010) - 8.2CGPA

FREELANCING EXPERIENCE

- Worked as a treating physician at Elite Care nursing home.
- Completed project and thesis on skin Ailments and Psoriasis: Diagnosis of long-standing, incurable, skin ailments based on scientific research scales and therefore prescribing needful medications and treatment, later assessing improvement throughout treatment in follow-up.

REFERENCES

- On request

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