**Amel yousif**

**General practitioner, certified professional coder**

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**Professional experience**

**Medical coder, claim submission and resubmission** 2023/2024

**Wellmed medical billing services Dubai, UAE**

* Completed training in proficient ICD10-CM, CPT, and HCPCS coding procedures following DHA guidelines and regulations .
* Accquired skills in eligibility verification, prior authorizations, and Checking insurance payment for accuracy and compliance with any contract discount
* Trained in various medical coding HIS systems for outpatient and inpatient claims.
* Underwent practice in IP DRG coding and inpatient claims.
* Recieved instructions in coordination with the physicians for accurate clinical documentation to avoid insurance rejection and minimize denials.
* Trained on abstracting necessary information from health records to identify secondary complications and co-morbidities.

**General physician**, **paediatrics department** *feb2023-apr2023*

**Turkish hospital,** **Khartoum, Sudan**

* Provided emergency care and advanced life support.
* Oversaw admissions and follow-ups for inpatient cases.
* Conducted outpatient follow-ups post-discharge.

**Core qualifications**

* Experienced in ICD10, CPT, and HCPCS codes.
* Expertise in IP DRG coding and inpatient claims.
* Skilled in handling administrative tasks of obtaining approvals ,reviewing policies and authorization protocols.
* Proficient in completing patient files in accordance with JAWDA and DOH requirements.
* Knowledgeable in RCM (Revenue Cycle Management).
* Good in assistance with invoicing for insurance processing and billing.
* Communicaion and follow up with insurance companies regarding eligibility, payments, approvals, reconciliation, and other requirements.
* Can maintain and update records related to pre-approvals and reconciliation.
* Excellent in preparing weekly, monthly, quarterly, and yearly report, and documentation.
* Skilled in dealing with problem claims & denials experience
* Can work cooperatively with other Clinic & Admin staff in a positive team approach**.**

**Education:**

* **MBBS**, Khartoum University, Sudan *sep2020*
* **Diploma** in medical insurance, Innovative training academy, Egypt *sep2023*

**Certifications and courses**

* Certified Professional Coder (CPC) – AAPC, December 2023 (92% score)
* Medical Billing Training Course Certificate
* American Coding Training Course.
* BLS and ACLS Certification – SaveAlife.com
* Medical audit Program Course: including
1. Performing online and offline technical audit on medical claims.
2. Justifying the rejection reasons on system in rejected cases to facilitate the reconciliation process.
3. Proper implementation of agreement on claims in collaboration with the audit and processing team audit of invoice.
4. Review and reject services that are not medically indicated.
5. Reject services that unmatch with patient gender or age.
6. Ensure correct application of copayment and discount.
7. Review attached medical documents with claim e.g lab result.
8. Reject uncovered cases.
9. Check  limits for beneficiaries during auditing process.
Review  preauthorized claims.

**Skills**

* Proficiency in Microsoft office suite
* Strong written and verbal communication skills
* Ability to work independently and as part of a team
* Strong analytical skills

**Languages**

* Arabic & English

**References**

* Dr.Maha Elbadry

COO/cofounder wellmed for billing services, certified trainer from American institute. MBBS/CPC,TOHT, WELLMED,UAE

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