**Amel yousif**

**General practitioner, certified professional coder**

DUBAI, UAE | P: +971552534504 | amel6166@gmai.com | <https://www.linkedin.com/in/amel-abdul>

**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 .
* Skilled 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.
* Expertise in DRG coding and inpatient claims.
* Efficient in coordination with the physicians for accurate clinical documentation to avoid insurance rejection and minimize denials.
* Excellent in ocordination with Insurance team for procedures that may need authorization prior to billing.
* Proficient in abstracting necessary information from health records to identify secondary complications and co-morbid conditions.
* Prepare statistical and analytical reports of coded data for facility administration and improvements.
* Ensures timely submission of medical claims to insurance companies by obtaining referrals and pre-authorization.
* Reviewing patients bills for accuracy**.**
* Following up with unpaid claims within standard billing cycle time frame**.**
* Provides feedback regarding coding errors and oversight**.**

**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**

* Proficient in E/M, ED, ICD10, CPT, and HCPCS medical coding.
* Experience in handling various medical claims and insurance authorization protocols.
* Familiarity with medical billing, claim scrubbing, and practice management software (e.g., Drchrono).
* Conducted online and offline technical audits on medical claims.
* Skilled in denial management

**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**

* Medical.claims@wellmedhm.com
* info@innovative-academy.com