



# Mohammed Hafsal C

Administration Assistant, Medical Billing Executive  
Patient Relation Executive, Front Desk Executive

Abu Hail , Behind Alqiyada Metro Station, Dubai  
Email- [hafsalch@gmail.com](mailto:hafsalch@gmail.com) Mob-0501784296

## PERSONAL STATEMENT

Experienced Clinical Supervisor and Psychologist with over two years of experience in a rehabilitation center and immense zeal towards comprehensive psychological evaluations. An intellectual individual with the ability to resolve problems and enhanced social service.

A value champion committed in providing supererogatory services for an integrated working team with a philanthropic heart and improving patient outcomes at the hospital level. Adept at maintaining high training, hospital, and regulatory standards.

## EDUCATIONAL BACKGROUND

Medical Coding and Billing : 19/02/2019 -20/05/2019  
Arown Academy

Bsc Psychology : 2014 - 2018  
Annamalai University

Auto Cad : 03/06/2008 - 08/08/2008 Cal Tec  
Multimedia

Graphic Designing : 05/04/2006 - 05/06/2006 G-  
TEC Computer Education

## VOLUNTEER EXPERIENCE

BLOOD DONORS KERALA CHARITABLE  
SOCIETY  
Volunteer Experience

## WORK HISTORY

PARIPALANA REHABILITATION  
CENTER (2018 - 2021)

### *Clinical Coordinator and Psychologist*

- Give progressing case management to all patients to execute proper treatment plans, cling to quality models, and boost the use of administrations expected to accomplish ideal results.
- Implemented development plans to take care of issues and further develop slacking regions.
- Reacted to emergency circumstances with a quiet and expert way to deal with upgrade support.
- Enhanced overall administrative operations and service offerings.
- Trains newly hired clinical staff and evaluate their patient care service and organizational performance.

EDAPPAL HOSPITALS PRIVATE  
LIMITED (18/09/2019 - 18/11/2019)

### *Medical Coding and Billing Trainee*

- Relegate codes to findings and strategies, utilizing ICD (International Classification of Diseases) and CPT (Current Procedural Terminology) codes Ensure codes are exact and sequenced effectively as per government and protection guidelines
- Speak with other clinical staff in regards to documentation
- Quest for data in situations where the coding is perplexing or strange
- Get and audit patient diagrams and records for exactness
- Audit the earlier day's clump of patient notes for assessment and coding
- Guarantee that all codes are current and dynamic
- Monitors the use of clinical equipment

## CERTIFICATION & VOLUNTEER WORK

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- Participated in Overview of Learning Difficulties workshop conducted by Mithra Learning Solutions and Brindavan Education Trust.
- Participated in National Conference and CME 2013 on Cognitive and Communication Disorders, Epilepsy and Stroke conducted by Institute for Communicative and Cognitive Neurosciences (ICCONS)
- Attended National Seminar on Cortical Auditory Evoked Potentials and its Applications conducted by All India Institute of Speech and Hearing
- Attended National Seminar on Recent Advances in Auditory Technology conducted by All India Institute of Speech and Hearing
- Attended National Seminar on Recent Advances in Event Related Potentials-Multichannel ERP conducted by Indian Speech and Hearing Association.
- Attended National Seminar on Transforming Research into Practice in Hearing Aid Fitting conducted by Indian Speech and Hearing Association.
- Participated in Corona Awareness Program conducted by International Quality Assurance Cell of Shivraj College of Arts, Commerce and D.S Kadam Science College, Gadhinglaj
- Participated in Covid-19 Awareness Quiz program conducted by Panimalar Medical College and Research Institute, Chennai
- Participated in Quiz on Covid-19 conducted by MyGov.
- Participated in Covid-19 Awareness Program 2020 conducted by International Quality Assurance Cell of Farook Training College.
- Completed Defeat Covid-19, Be a Champion conducted by Gulf Medical University.

## DECLARATION

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**I hereby declare that the information produced here is true to the best of my knowledge and belief.**

Mohammed Hafsai C

## SKILLS & PROFICIENCIES

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- ♦ Languages:  
Malayalam, English, Hindi, Tamil, Kannada
- ♦ Professional traits:  
Clinical billing documentation, Clinical observations and quality program standards, Clinical services counseling, Commander support, Maintaining standards, Medicare and Medicaid eligibility, Budget and records management, Team Building and Motivation, Customer service skills, conflict management, multitasking capability, bookkeeping and accounting procedures

## PERSONAL DETAILS

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Date of Birth : 29/08/1991  
Marital Status : Married  
Permanent Address : Cheerambhatheyl House,  
Kolath, Po Kololamb, Edappal,  
Pin 679576, Kerala  
Nationality : Indian  
Passport Details : #V2817767  
Personal Interests : Cycling and Traveling

## REFERENCES

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Raihanath V P  
Medical Record Officer  
Edappal Hospitals Pvt. Ltd.  
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Althaf P, MPT (ORTHO)  
CEO/Senior Physiotherapist  
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