RahmaMohamed

Date of birth 29/09/1995 | **Nationality** Egyptian | **Gender** Female |

(+971) 558599124 | rahmam44@outlook.com

Electra street , club area , Abu Dhabi, United Arab Emirates

WORK EXPERIENCE

CURRENT – Abu dhabi, United

GUEST SERVICE EXECUTIVE – BURJEEL HOSPITAL, 2021

Attending the patient and registering them . Checking their medical records .Outpatient billing through healthcare software

 Handled outpatient services and booking appointment for the gues

 Well known about medical insurance billing and coding.

 Contact insurance companies to verify coverage and benefits and all other Information ensure that it is properly processed and recorded.

 Follow-up with doctors and nurses to obtain necessary information to complete Patient's queries.

 Establishes and maintains quality service and positive interaction with all patients,Customers, visitors, health care providers, and clinical employees.

Assists with patient and doctor communication translating in Arabic as Necessary and contacting patients withappointment reminders.

Medical coder – burjeel Hospital

Coding diagnosis and disease . Aware of the insurance as well Accounts for coding and abstracting of patient encounters, including diagnostic and procedural information, significant reportable elements, and complications.

Researches and analyzes data needs for reimbursement.

Analyzes medical records and identifies documentation deficiencies.

Serves as resource and subject matter expert to other coding staff. Reviews and verifies documentation supports diagnoses, procedures and treatment results.

Identifies diagnostic and procedural information.

Audits clinical documentation and coded data to validate documentation supports services rendered for reimbursement and reporting purposes.

Assigns codes for reimbursements, research and compliance with regulatory requirements utilizing guidelines.

Alexandria, Egypt 2020
CLINICAL CODER – ALSHEFA HOSPITAL
Training as a medical coder . Clinical coders read patients' medical records. They analyse and interpret medical statements about diseases, injuries and procedures. Clinical coders convert this information into health classification codes in order to calculate treatment reimbursements, to produce statistics and to monitor health care performance.

SALES ASSISTANT – Alshaya international group, 2019

Sales assistants represent the direct contact with clients. They provide general advice to customers.

EDUCATION AND TRAINING

Abu Dhabi, United Arab Emirates Certified Professional coder (CPC) – APPC

2020 , September from APPC

10/2013 – 08/2017 – Alexandria

ACCOUNTANT – Faculty of commerce English section with good grade.

LANGUAGE SKILLS

Mother tongue(s): ARABIC

Other language(s): English : fluent

Digital skills :

Microsoft Office

SAP Intermediate

- **Team-work oriented**

  Microsoft Office, Microsoft Word, Microsoft Excel , outlook .

  Courses : (own studies)

- **Own your service course .**

  , Loss prevention course .

  Safety and fire awareness.

  Customer service orientation .

  Anatomy orientation   .

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