

AKTHAR ABOOTTY

INSURANCE EXECUTIVE | MEDICAL CODER (CPC CERTIFIED)

Dubai,UAE | aktharabootty@gmail.com | +971 528484269 |

LinkedIn:linkedin.com/in/akthar-abootty-336a18394 | Nationality: India | DOB: 27/05/1999



PROFESSIONAL SUMMARY

Experienced and CPC-certified Revenue Cycle Management (RCM) professional with hands-on experience in the UAE healthcare sector and US medical coding projects. Specialized in insurance pre-authorizations, outpatient coding, and claims submission using ICD-10-CM, CPT, HCPCS Level II, and CDT coding standards. Proven ability to reduce claim rejections, manage payer protocols, and ensure compliance with DHA, MOH, and HAAD regulations. Adept at handling 20+ insurance networks, electronic claim portals, and end-to-end claim lifecycle management.

PROFESSIONAL EXPERIENCE

Insurance Executive / UAE Coder – Aster DM Healthcare | Nov 2024 – Nov 2025

- Handled end-to-end pre-authorization processes for outpatient cases using ICD-10-CM, CPT, and CDT coding standards to ensure timely approvals.
- Managed and processed live outpatient claims across multiple specialties while minimizing rejection rates.
- Coordinated insurance approvals for 30+ clinics and diagnostic centers, improving operational efficiency.
- Conducted insurance verification and eligibility checks to resolve discrepancies prior to claim submission.
- Maintained in-depth knowledge of payer-specific protocols for 20+ insurers regulated by DHA, MOH, and HAAD including DAMAN, AXA, NEURON, OMAN, NEXTCARE, ALMADALLAH, ADNIC, METLIFE, MEDNET, NAS, GLOBEMED, NGI, SAICO, AL BUHAIRA, INAYAH, and others.
- Submitted claims and tracked approvals through electronic portals such as DHPO (E-Claims), Riayati, Pulse, Jet, OpenJet, and other insurer portals.
- Specialized in claims handling for General Medicine, Laboratory, Dental, Physiotherapy, ENT, OB & Gynaecology, Internal Medicine, Radiology, Urology, and General Surgery.
- Ensured compliance with UAE healthcare regulations, maintained GOP (Guarantee of Payment), and monitored reimbursement processes.
- Trained and supported new team members on coding accuracy, insurance guidelines, and claim submission protocols.
- Monitored the full claim lifecycle from submission to settlement and proactively followed up with insurers to prevent delays.

Medical Coder – HCC Coding Project – Optum United Health Group, Hyderabad | Nov 2023 – Nov 2024 Worked on US-based HCC coding projects for outpatient and inpatient medical records.

- Reviewed clinical documentation to identify accurate diagnoses and procedures.
- Applied official coding guidelines from AMA, Medicare, and Medicaid.
- Selected appropriate diagnosis codes and coding sequences based on documentation.
- Verified patient demographics, provider signatures, and documentation completeness.
- Reviewed, analyzed, and coded diagnostic and treatment procedures.
- Supported multiple projects including Mcare (FTC, SLR, AIER), Medicaid (OC Commercial), HPMN, ACA UHG, ACA Centene, Medica Commercial, Aetna, HCR, and HEDIS.
- Resolved coding discrepancies and responded to payer clarification requests to expedite claim processing.

SKILLS

UAE Revenue Cycle Management (RCM); Pre-Authorization & Insurance Approvals; Live Pre-Approval Coordination; Electronic Claim Submission (DHPO, Riayati, E-Claims, Insurer Portals); ICD-10-CM; CPT; HCPCS Level II; CDT; Denial Management & Claims Auditing; Insurance Verification & Eligibility Checking; Payer Policy Knowledge (Daman, NAS, Neuron, AXA, Nextcare, MetLife, Al Buhaira, Saico, Mednet, MSH, ADNIC); 3M Encoder & Optum Encoder; MS Office Suite; Medical Terminology; Anatomy & Physiology; Teamwork & Cross-Functional Collaboration.

EDUCATION

Bachelor of Business Administration (BBA) – Hamdard University, New Delhi (2019–2022)

Hospital Administration (6 Months) – Jain University – ADI Institute of Management Studies, Cochin (2022–2023)

Medical Coding (CPC Training) – Arown Medical Coding Academy, Kannur (May 2023 – Nov 2023)

CERTIFICATIONS

Certified Professional Coder (CPC) – AAPC | CPC Exam Score: 83% | AAPC Member ID: 02137123

LANGUAGES

English; Malayalam; Hindi; Arabic

REFERENCE

Mohammed Enayath Pasha - Deputy Manager, Aster DM Healthcare

| Mohammed.pasha@asterdmhealthcare.com | +91 9739999783

Mohammed Sadam Hussain – Assistant Manager RCM, Aster DM Healthcare |

mohammed.hussain@asterdmhealthcare.com | +91 9940718806