

SHAMEELA SHAFEER

Medical Coder

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PROFESSIONAL SUMMARY

Certified Professional Coder (CPC) with hands-on experience in ICD-10-CM, CPT, and HCPCS coding, EMR systems, Insurance claim processing, Denial Management, and Revenue Cycle Management(RCM). Skilled in collaborating with clinical teams to ensure accurate documentation, coding compliance, and adherence to DHA guidelines. Highly organized and detail-oriented, committed to maintaining coding accuracy and integrity.

TECHNICAL SKILLS

Coding: ICD-10-CM, CPT, HCPCS Level II

EMR Software: Simplex, MediMate247

Insurance Portals: eClaimLink, Riayati and Private Insurance Portals

Core Skills: Eligibility Verification, Pre Authorization, Revenue Cycle Management (RCM), Claim Submission, Denial Management, DHA Documentation Compliance

Tools: Microsoft Office (Excel, Word, PowerPoint)

Soft Skills: Strong Attention to Detail, Problem Solving, Team Collaboration

PROFESSIONAL EXPERIENCE

Shifa Al Jazeerah Medical Center

Medical Coder

Sharjah, UAE

Mar 2025 – Nov 2025

Accurately assigned ICD-10-CM, CPT, and HCPCS codes to patient medical records ensuring compliance with international standards.

Coordinated with healthcare providers to validate clinical documentation and maintain coding accuracy.

Verified patient insurance coverage, eligibility, and pre-authorizations through eClaimLink and insurance portals.

Managed the end-to-end claim submission process using eClaimLink and Simplex EMR software to ensure timely reimbursements.

Processed and tracked insurance claims, including handling resubmissions such as corrections and internal complaints.

Maintained accurate patient health records while ensuring compliance with HIPAA standards.

Relatore Solutions

Medical Coder – Intern

Dubai, UAE

Sep 2024 – Feb 2025

Assigned accurate diagnostic and procedural codes ICD-10-CM, CPT, HCPCS based on medical documentation and coding guidelines.

Processed insurance e-claims and generated XML files for submission, identifying and solving errors during submission and resubmission.

Claim resubmission and denial management.

Experienced in pre-authorization and submission of specialized claims using MediMate247 clinic management software.

Experienced in Dental Coding and Universal Tooth Numbering Systems.

Working in Riayati and eClaim management system of Dubai.

Splendid Cleaning Materials Trading LLC

Sales Coordinator

Sharjah, UAE

Jan 2022 – Feb 2024

Prepared and provided accurate and competitive customer quotations based on market conditions.

Communicated with Sales Manager to validate quotes and follow-up on progress.

Updated customers with product pricing, availability, and lead times.

Supported administration and accounting with data entry, filing, and documentation.

Al Zahra Hospital
Medical Records Clerk

Dubai, UAE
Jan 2021 – Dec 2021

- Reviewed and gathered patient data by analyzing medical records.
- Scanned, organized, and managed active/inactive medical reports.
- Performed manual data entry and verified scanned medical documents.
- Entered patient information into DHA government portal accurately.
- Assisted nursing staff with essential documentation and managed COVID-19 HASANA data entries.

EDUCATION

Medical Coding (2024)
Iris Learning Solutions

M.Sc. Computer Science (2013)
Mother Arts and Science College, Calicut University

B.Sc. Computer Science (2011)
ICA College, Calicut University

CERTIFICATIONS

Certified Professional Coder (CPC) – AAPC (2024)

Cisco Certified Network Associate (CCNA) (2014)

LANGUAGES

English, Hindi, Malayalam

PERSONAL DETAILS

Gender: Female

Nationality: Indian

Visa Status: Spouse Visa