



# FAYIS SALAM

Certified Medical Coder ID-02021941

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## About Me

Experienced medical coder with 2+ years in health care industry. Skilled in ICD-10, CPT and HCPCS coding process. Expert in accurately coding and abstracting patient information. I seek challenging and progressive careers in areas of health insurance and medical coordinator where my interests and expertise will be fully employed.

## Education

### Medical Coding & Billing

Cardea, India - 2020

### B.com Computer Application

University of Calicut 2019 - 21

## Technical Skills

- Knowledge in Medical Terminology, Anatomy & Physiology
- ICD 10 CM, CPT, HCPCS
- Revenue Cycle Management
- Good knowledge about UAE Insurance Coding & Approval Protocol
- MS office: Word, Excel, Power point

## Personal Strength

- Quick Learner
- Effective Communication
- Time Management
- Decision Maker
- Leadership & Team Collaboration

## Language

- English
- Hindi
- Malayalam
- Tamil

## Work Experience

- **Aster Hospital Sharjah** 2023 - PRESENT  
SENIOR RCM (IP & OP Pre-Authorization)
- **Arab doctor Medical Centre Sharjah** 2023 - 2023  
Medical Coder / Claim Submission
- **Vida Clinic Dubai PVT LTD** 2022 - 2023  
Claim Submission (INTERNSHIP)

## Areas Of Expertise

**1)Insurance Claim Processing** : Proficient in managing insurance claim Processing With DHA-Compliant Systems, Ensuring Precise Submission & Adherence to UAE Regulations. Well-versed In insurance Protocols

**2)Portal Management** : Expertise in navigating through DHPO, RIAYATI, Pulse, E Care, Mednet, Nas, Neuron, Almadallah, Axa, Saico and Inayah portals Etc..!, maintaining updated knowledge on policy criteria to support seamless claims handling.

**3)Team Coordination**: Actively collaborated with front office, billing, and PRO cross-functional teams to expedite approvals, address questions, and promote a positive work atmosphere. helped team leaders with their goals, such as educating and acquainting new hires with insurance procedures and approvals

**4)Claims Processing** : Processing claims accurately with the right diagnostic and service codes, including those from General Medicine, Dentistry, Physical Therapy, ENT, Gynecology and Obstetrics, Urology, General Surgery, and Internal Medicine, while working as a team of more than 40 people to satisfy high standards. facilitated effective case management to guarantee fast, DHA-compliant submissions.

## My Duties & Responsibilities

- IP approval submissions through FFS system, ensuring accurate cost estimation
- Verifying coding diagnosis and CPT procedures With 3M Software
- Managing submission query's and Revising approvals
- Knowledge in IP Final bill Submission & handling Discharge without bill (DWB)
- Analysis the rejection and resubmitting with appropriate Solutions
- Follow up of rejected services and resubmitting with justification from physician and attaching supporting documents
- Expertise in Physiotherapy and Dental coding, with knowledge of reimbursement procedures and approval processes.
- Managing daily IP extension submissions