

# DR ASEERA CHEELATH

## DENTIST, MEDICAL/DENTAL CODER

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00971561730373 • Dubai, UAE • aseeracheelath@gmail.com • <http://linkedin.com/in/dr-aseera-cheelath>

General Dentist with more than 3 years of experience and Certified Medical Coder with 2 years of comprehensive experience in medical/Dental coding. Experienced in Abu Dhabi and Dubai Medical/Dental coding Guidelines, proficient in medical insurance claim submissions, resubmissions, and authorization processes, particularly with Daman, Sukoon, Nas, Nextcare, Mednet, Adnic etc. Seeking to leverage expertise in a dynamic healthcare organization to drive operational excellence and financial performance.

## WORK EXPERIENCE

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### INSURANCE COORDINATOR/RECEPTIONIST

12/2024 -3/2025

**Med come Healthcare center, Dubai, UAE**

- Coordinated benefits verification, pre-authorizations, and claims submissions for patients.
- Successfully submitted e-claims to various insurance providers, ensuring timely reimbursement.
- Maintained accurate and up-to-date records of patient insurance information and claims status.
- Managed front desk operations, including scheduling appointments, answering phone calls, and responding to patient inquiries, and Collected copays, deductibles, and other payments from patients.
- Utilized E claim and electronic health records (EHR) systems proficiently streamline coding processes and maximize productivity.
- Performed general administrative duties, including data entry, document management, and correspondence.

02/2023 - 08/2024

### MEDICAL/DENTAL CODER

**Safe care technologies, Dubai, UAE**

- Accurately assigned ICD-10, CPT, and HCPCS codes to medical diagnoses, procedures, and treatments based on clinical documentation in patient records.
- Reviewed and analysed medical records, including physician notes, lab results, and diagnostic, imaging reports, to ensure complete and accurate coding.
- Collaborated with physicians, nurses, and other healthcare professionals to clarify diagnoses or gather additional patient information to address missing details in the documentation.
- Developed and maintained coding guidelines and documentation standards to ensure compliance

- Provided training and guidance to new coders or other staff on coding practices, updates to coding systems, and regulatory changes.
- Reviewed and suggested improvements for clinical documentation to enhance the accuracy of coding and support better healthcare outcomes.
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**GENERAL DENTIST** – *kerala, India*

05/2017 to 03/2019

**Smile Dental clinic**

- Performed routine dental examinations, diagnoses, and treatments.
- Administered cleanings, fillings, root canals, and emergency dental care.
- Educated patients on preventive care and dental hygiene

## **EDUCATION**

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**Bachelor of Dental Surgery (BDS)**

Farooqia Dental College and Hospital, Mysore, India

## **PROFESSIONAL SKILLS**

- ICD-10-CM, CPT, HCPCS, CDT Coding Systems
- Insurance Authorizations (Nextcare, Daman, Sukoon, NAS, ADNIC, etc.)
- Claim Processing, Submission, and Resubmission.
- NABIDH, Riayati, MALAFI Compliance
- Medical Coding Software: E claim, Cortex, Clinic Soft, Insta, Shade

## **CERTIFICATIONS**

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- • AAPC Certified Professional Coder (CPC) – Member ID: 02009131
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## **LANGUAGE COMPETENCIES**

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- English: fluent (speaking, reading, writing)
- Hindi: intermediate (speaking, reading, writing)
- Malayalam (native language)

Nationality: Indian

Gender: Female

Driving License: Valid

Visa Status: Family Visa

## **REFERENCE**

Muhammad Hassan

Manager, Medcome health care center

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