

# FATHIMA THASNEEM M

MEDICAL CODER

✉ fathimathasneem98m@gmail.com 📍 India

October 14, 2025

Dear Sir

I am writing to express my interest in the Medical Coder position at your organization. I have experience in medical billing and coding, including ICD-10 CM and CPT, and I am confident that my skills can contribute to your team.

Currently, I am in India and will be moving to the UAE next month. I am available for an interview through Zoom or Google Meet at your convenience.

Thank you for considering my application. I look forward to the opportunity to discuss how I can support your team.

With regards,  
Fathima Thasneem

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**Fathima Thasneem**

# FATHIMA THASNEEM M

## UAE EXPERIENCED MEDICAL CODER

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### 📄 SUMMARY

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Highly organized and detail-oriented **AAPC-CPC Certified Insurance Coordinator** with **1.5 years of experience** in the **UAE healthcare industry**. Skilled in **ICD-10-CM, CPT, PCS, CDT, and e-claims processing**, with proven expertise in **TPA coordination, claim submission, resubmission, and approval management**. Demonstrates strong knowledge of **medical insurance policies, billing compliance, and UAE healthcare regulations**. Experienced in **verifying patient eligibility, handling pre-approvals, managing rejected claims**, and maintaining **accurate medical and financial documentation**. Dedicated to ensuring timely claim processing, effective communication between providers and payers, and full compliance with **insurance and regulatory standards**.

### 📁 PROFESSIONAL EXPERIENCE

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04/2022 – 09/2023  
KARAMA DUBAI

**INSURANCE COORDINATOR/INSURANCE ASSISTANT,**  
*NEW APOLLO POLYCLINIC, KARAMA DUBAI*

- Processed **DHPO and insurance portal approvals**, verifying patient eligibility across **20+ insurance providers**, ensuring **error-free claim workflow**.
- Improved **claim approval turnaround time** through streamlined submission and verification processes.
- Submitted **accurate and timely claims** to TPAs and insurance providers, maintaining **full compliance with UAE healthcare regulations**.
- Audited **medical records** to identify documentation gaps and applied precise **ICD-10-CM and CPT codes** per UAE coding standards.
- Resolved **claim denials and discrepancies**, coordinating with the billing team to ensure **timely resubmissions**.
- Maintained updated knowledge of **insurance policies, circulars, and regulatory changes**, ensuring **team-wide compliance**.
- Managed **claim resubmissions and denial follow-ups**, optimizing revenue and reducing financial losses.
- Provided guidance and **training to clinical and billing staff** on proper documentation and coding, improving accuracy and efficiency.

### 🎓 EDUCATION

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2024

**Certificate programme in IPDRG, Cigma Medical Coding Academy**

2019 **Medical coding And Billing, Arown Academy**

2018 **BSc Zoology(life science), University of Calicut**

## **CORE COMPETENCIES AND SKILL**

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- **Medical Billing & Coding (ICD-10-CM, CPT, Dental Coding):** Accurate claim coding, documentation audit, and compliance assurance.
- **E-Claim Processing & Submission:** Timely and error-free handling of insurance claims across multiple portals.
- **Insurance Coordination & TPA Management:** Network empanelment, pricing negotiation, and policy compliance.
- **Pre-Authorization & Documentation:** Verifying patient eligibility and securing prior approvals.
- **Reimbursement & Denial Management:** Follow-up on rejected claims, resubmissions, and resolution of discrepancies.
- **UAE Coding Guidelines & Medical Terminology:** Thorough knowledge of regional practices and coding standards.
- **Patient Data Management , EMR System&coding software:** Efficient record handling using , **Medas and docmate** .**Knowledgeable in 3M software**
- **Staff Training & Communication:** Conducting insurance workshops and ensuring adherence to processes.

## **CERTIFICATIONS**

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- Certified Professional Coder(CPC) AAPC ID:01725281
- Certificate Programme in IPDRG

## **Languages**

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**English** — Proficient

**Malayalam** — Proficient

**Hindi** — Conversational

**Arabic** — Basic