



SHAMSAD HAMEED

REGISTERED DOCTOR

OBJECTIVE

Detail-oriented BAMS graduate and CPC-certified healthcare professional seeking a role in Medical Insurance / Insurance Coordination where I can leverage my experience in insurance claims processing, patient counselling, medical documentation review, and billing support. Skilled in liaising with patients, healthcare providers, and insurers to ensure accurate claim submissions, compliance with insurance policies, and efficient reimbursement processes. Committed to delivering high-quality administrative and insurance support while continuously enhancing domain knowledge and operational efficiency in the healthcare sector.

CONTACT

+971 565307175

drshamsad7@gmail.com

Sharjah, UAE

SKILLS

- Medical Insurance
- Medical coding (ICD-10, CPT, HCPCS)
- Medical terminology
- Anatomy knowledge
- Organizational skills
- Time management
- Problem-solving
- Analytical skills
- Communication
- Interpersonal skills
- Attention to detail
- Healthcare compliance
- Regulatory knowledge

WORK EXPERIENCE

- **RCM assist unit in Little Flower Hospital I Angamaly, Kochi** JAN 2025 - JAN 2026
Medical Insurance Officer
 - Counseled patients and attendants on insurance coverage, treatment costs, billing structure, exclusions, co-payments, and documentation requirements.
 - Prepared, reviewed, and submitted accurate insurance claims with complete medical and financial records.
 - Coordinated with patients, doctors, billing teams, and insurers for cashless and reimbursement processing.
 - Maintained detailed records of insurance cases, approvals, counselling, and settlements.
- **Chazhikattu Hospital I Thodupuzha** NOV 2024
Intern
 - Assisted in insurance claims processing, ensuring accuracy and compliance with regulations.
 - Overseeing patient billing and financial interactions. Ensuring transparency and adherence to insurance policies.
 - Collaborating with healthcare providers to streamline insurance related administrative processes and enhance patient experience.

LANGUAGES

- English
- Tamil
- Malayalam

PERSONAL INFO

D.O.B : 02-07-1993

Nationality : Indian

Gender : Female

Marital Status : Married

Passport No : T6692503



Changampally Ayurveda Clinic | Thrissur

2019 - 2021

Medical Officer

- Managed accurate collection, storage and updating of patient data, ensuring confidentiality and adherence to privacy regulations.
- Performed basic surgical procedures with optimal safety standards in an office environment.
- Treated acute and chronic illness with medicines and lifestyle adjustments.
- Collaborated with medical staff to improve data handling processes and ensure timely access to patient information for effective treatment.

CONFERENCE ATTENDED

- International Conference on Clinical Paediatrics in Ayurveda.
- International Conference on Conglomeration of Health Traditions in Bharatvarsha.

EDUCATION

MEDICAL INSURANCE OFFICER (MIO)

JUN 2024 - NOV 2024

Bristow Institute in Kochi, Govt of Kerala Affiliated

CPC MEDICAL CODING

2020 - 2021

Cigma Medical Coding Academy

AAPC member ID : 01848332

BACHELOR OF AYURVEDIC MEDICINE AND SURGERY

2012 - 2018

Kerala University of Health Sciences, Govt. of Kerala.

DECLARATION

I declare that the information provided in this resume is true and complete to the best of my knowledge.

Shamsad Hameed