

NIHAL MUMTAJ M

AAPC – Certified Professional Coder (CPC)

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Location : Dubai, UAE | **Visa Status:** Residence Visa



PROFESSIONAL SUMMARY

Meticulous **AAPC CPC–certified Medical Coder** with over **2 years of experience** in medical coding, claims analysis, and revenue cycle processes across **India and UAE healthcare systems**. Proficient in **ICD-10-CM, CPT, HCPCS**, insurance claims adjudication, and compliance with **DHA, HIPAA, and CMS guidelines**. Firsthand experience with **UAE insurance portals, approvals, and dental claims**, ensuring high accuracy and regulatory compliance.

PROFESSIONAL EXPERIENCE

Medical Coder cum Claim Submission Coordinator Intern - Relatore Solutions FZE LLC – Dubai, UAE

Nov 2024 – Dec 2025

- Performed medical coding activities under **DHA guidelines** using ICD-10, CPT, and HCPCS.
- Assisted in medical coding (ICD-10-CM, CPT) with chart review as per DHA and UAE insurance guidelines.
- Supported insurance claim preparation, submission, rejection handling, and resubmission using MediMate 24/7, eClaimLink, and MS Excel.
- Verified patient demographics, eligibility, and documentation prior to claim submission.
- Coordinated with coding, billing, and QA teams to resolve claim discrepancies and improve acceptance rates.
- Gained hands-on exposure to end-to-end RCM workflows while maintaining HIPAA compliance

Medical Coding Intern - Pioneer Med – Dubai, UAE

Aug 2024 – Nov 2024

- Performed medical coding activities under **DHA guidelines** using ICD-10, CPT, and HCPCS.
- Gained firsthand exposure to **UAE insurance workflows and dental claims processing**.
- Verified patient eligibility and requested approvals via **Riayati, DPHO, and insurance portals**.
- Reviewed medical documentation for coding accuracy and identified documentation gaps.
- Assisted in resolving coding and billing discrepancies to support claim acceptance.

Senior Process Executive – Data (Medical Claims) - Cognizant Technology Solutions India Pvt. Ltd.

Nov 2023 – Mar 2024

- Analysed **international medical claims** to identify services, providers, and charge details.
- Accurately interpreted and translated medical services from **foreign medical invoices**.
- Processed claims in compliance with **HTH / GeoBlue standards** and policy coverage guidelines.
- Conducted **coding and claim audits** to maintain accuracy, completeness, and compliance.
- Supported **quality assurance initiatives** to improve turnaround time and claim accuracy.

Medical Coder - Vee Healthtek Pvt. Ltd., India

Jan 2022 – Oct 2023

- Assigned accurate **ICD-10-CM, CPT, and HCPCS codes** to diagnoses and procedures.
- Reviewed patient medical records to ensure **documentation completeness and compliance**.
- Maintained adherence to **HIPAA and CMS coding regulations**.
- Identified and resolved coding discrepancies, reducing rework and denials.
- Supported **quality improvement initiatives** to enhance coding accuracy and productivity.
- Demonstrated strong knowledge of **medical terminology and multi-specialty coding**.

KEY SKILLS

- Medical Coding (ICD-10-CM, CPT, HCPCS)
- UAE Insurance Claims Processing
- Revenue Cycle Management (RCM)
- DHA Coding Guidelines
- Medical & Dental Claims
- HCC Risk Adjustment Coding
- Medical Records Review & Auditing
- Denial Prevention & Compliance
- HIPAA & CMS Regulations
- Medical Terminology
- MS Office

SOFTWARE & TOOLS

- **Medimate 24/7** – Medical coding, billing, and claims processing system.
- **eClaimLink** – UAE insurance claims submission and tracking.
- **Riayati Portal** – Eligibility verification and approvals.
- **DPHO Portal** – Insurance eligibility and claim workflows.
- Insurance Company Portals.

EDUCATION

- **B.Sc. Mathematics** - RDB College of Arts & Science, Tamil Nadu, India.