

KADEEKATHUL KUBRA

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Visa status: Spouse Visa



PROFESSIONAL SUMMARY

A highly organized and detail-oriented Medical coder (AAPC CPC Certified ID-01973422) with one year of experience in accurately coding medical diagnoses and procedures. Seeking a position with a reputable healthcare organization where I can utilize my expertise in coding and billing to help ensure accurate reimbursement and compliance.

WORK EXPERIENCE

Medical Coder Cum Claim Submission Coordinator intern,
Relatore solutions, UAE

(JAN TO DEC 2025)

- Accurately assigned ICD-10, CPT, and HCPCS codes to various medical records.
- Collaborated with Healthcare providers to clarify documentation and ensure coding accuracy.
- Maintained compliance with coding and billing regulations, contributing to successful audits.
- Patient Eligibility Checkup using eClaimLink / Insurance Company Portals.
- The steps take the Pre-authorization using eClaimLink / Different Insurance Companies Portals.
- Claim submission process using eClaimLink / MEDIMATE EMR Software.
- Knowledge in different types of Resubmission types (Correction / Internal Complaint), etc.

TYPIST SUM CUSTOMER SERVICE ,

(2024-2025)

Al Hadi Business service center, Deira ,Dubai

- Typed and submitted applications through GDRFA, MOHRE and TASHEEL portals.
- Handle labour works like Offer Letters, Labour contracts, Labour renewals, Quota applications.
- Prepare Emirates ID and medical documents.
- Immigration works like Entry permit, Visa stamping, visa cancellation.
- Coordinate with government departments to resolve issues.

EDUCATION

Bachelor of Arts in English

University of Calicut .

Certified Professional Coder(CPC) 2023
American Academy of Professional Coders.

2024

PROFESSIONAL SKILLS

- CPT and ICD-10 coding principles and guidelines.
- Experience in RCM.
- Experience in E-Claim Management System of Dubai.
- Pre-authorization and Eligibility verification.
- Strong skills in MS Excel, MS Word and Power point.
- Basic medical terminology.
- Billing and coding.

LANGUAGE

- English
- Hindi
- Malayalam

REFERANCE

Available upon request.

DECLARATION

I hereby declare that the information above is true to the best of my knowledge.

KADEEJATHUL KUBRA