



RUBEENA K

Medical Coder

CONTACT

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Address: Al Murar, Deira, Dubai

PERSONAL INFO

- Date of Birth: 18 July 1997
- Nationality: Indian
- Passport Number: W0386503
- Languages: English, Hindi, Malayalam
- Marital Status: Married

SKILLS

- Knowledgeable in UAE RCM
(Abudhabi and Dubai)*
Coding, Submission
and Resubmission
- Knowledgeable in eligibility
and prior authorization check
process
- ICD-10-CM, CPT, HCPCS
Coding
- Anatomy, Physiology &
Medical Terminology

ABOUT ME

Certified Medical Coder with over seven years of experience in radiology services and clinical documentation, highly proficient in ICD-10-CM, CPT, and HCPCS coding with strong expertise in accurate code assignment, compliance, and medical record review. Background as an X-ray Technician provides solid knowledge of diagnostic imaging, anatomy, and clinical workflows. Knowledgeable in UAE RCM (Abu Dhabi and Dubai), including medical coding, claim submission and resubmission, eligibility verification, and prior authorization processes. Detail-oriented professional seeking an entry-level medical coding role with a strong commitment to accuracy and regulatory standards.

EXPERIENCE

2021

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2025

X-Ray In-Charge, Rivershore Hospital

- Supervised and coordinated daily operations of the radiology department, ensuring smooth workflow, timely patient care, and adherence to hospital policies and safety standards.
- Performed and assisted with a wide range of diagnostic imaging procedures, ensuring accurate patient positioning, optimal image quality, and compliance with radiation safety protocols.
- Collaborated closely with radiologists and physicians to support accurate diagnostic reporting and clarify clinical documentation when required.
- Maintained detailed and accurate patient records, radiology reports, and imaging documentation in accordance with regulatory and compliance standards.
- Supported basic medical coding activities by reviewing clinical documentation and assisting with appropriate procedure and diagnosis coding.
- Ensured proper equipment functionality, coordinated routine maintenance, and followed quality assurance procedures to minimize repeat imaging.
- Trained and guided junior staff and technicians, promoting best practices in patient care, documentation accuracy, and workflow efficiency.
- Demonstrated strong attention to detail, confidentiality, and accuracy in handling medical records, contributing to improved documentation quality and billing support.

- EHR/EMR Documentation
- Time Management & Problem Solving
- Communication & Teamwork
- MS Office (Word, Excel)

2019

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2020

X-Ray Technician, Micro Health Laboratories

- Supervised and coordinated daily operations of the radiology department, ensuring smooth workflow, timely patient care, and adherence to hospital policies and safety standards.
- Performed and assisted with a wide range of diagnostic imaging procedures, ensuring accurate patient positioning, optimal image quality, and compliance with radiation safety protocols.
- Collaborated closely with radiologists and physicians to support accurate diagnostic reporting and clarify clinical documentation when required.
- Maintained detailed and accurate patient records, radiology reports, and imaging documentation in accordance with regulatory and compliance standards.
- Supported basic medical coding activities by reviewing clinical documentation and assisting with appropriate procedure and diagnosis coding.
- Ensured proper equipment functionality, coordinated routine maintenance, and followed quality assurance procedures to minimize repeat imaging.
- Trained and guided junior staff and technicians, promoting best practices in patient care, documentation accuracy, and workflow efficiency.
- Demonstrated strong attention to detail, confidentiality, and accuracy in handling medical records, contributing to improved documentation quality and billing support.

2018

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2019

X-Ray Technician, MPC Hospital, Calicut

- Conducted a wide range of diagnostic X-ray examinations in accordance with physician orders, established imaging protocols, and radiation safety regulations.
- Ensured proper patient identification, preparation, and positioning to achieve optimal image quality while maintaining patient comfort and safety.
- Operated, monitored, and maintained radiology equipment, performing routine quality checks to ensure accurate functioning and minimize repeat examinations.
- Strictly adhered to radiation protection, infection control, and safety standards to safeguard patients, staff, and equipment.
- Accurately documented imaging procedures, findings, and patient information in EHR/EMR systems, ensuring completeness, accuracy, and compliance with healthcare regulations.

EDUCATION

- Diploma in X-Ray Technician, Santhi Hospital, Calicut – 2015–2017
- Bachelor of Arts in English Language and Literature, Calicut University – 2021–2024
- Medical Coding Training, Arrow Academy, Calicut – 2025

CERTIFICATIONS

- Medical Coding (ICD-10, CPT, HCPCS) – AAPC Approved, 2025
- Diploma in X-Ray Technology, Santhi Hospital, Calicut – 2015–2017

DECLARATION

I hereby declare that the information provided above is true, accurate, and complete to the best of my knowledge and belief.