

# SABIHA ALTAF

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## Skills Summary

To Work in a challenging environment and build an outstanding career there by making an irreplaceable contribution to the company by the way of accelerated progress towards respective goals. To achieve excellence by working with highest professional standards.

## Education

### ***Degree / Date of Graduation***

Bachelor of commerce (Banking and insurance)

September 2020

## Experience

### ***Omega healthcare***

*Specialist medical billing and coding*

18 March 2021 – 4 August 2022

Involves entering data in the respective fields with the help of software. Transforming descriptive medical diagnosis and procedures into universal medical Codes.

### ROLES AND RESPONSIBILITIES:

1. To achieve production and quality on daily basis.
2. To maintain confidentiality of patient medical records and abide by HIPAA guidelines.
3. To be a communication between insurers, medical offices and patients.
4. Perform audit.
5. Completion of claims.

## ***Klay school***

Facilitator

### ROLES AND RESPONSIBILITIES:

- Design and implement engagement strategies to ensure a productive meeting.
- Create an environment that encourages open and honest communication.
- Identify areas for improvement in the existing process.
- Facilitate healthy debate and meaningful dialogue.
- Manage group dynamics and keep the group on track.
- Address any potential conflicts and help the group.
- Summarize the key decisions and action items of the meeting
- Maintain a record of the meeting minutes

7 December 2022 till date.

## **PERSONAL PROFILE**

Name : Sabiha.A

DOB : 29<sup>th</sup> April 2000

Marital Status : Single

Nationality : Indian

Languages Known : English, Kannada ,Urdu and Hindi

DECLARATION:

I here by declare that all the above information is true for the best of my knowledge and belief.