
AHMAD TABASH

DR.TBOOSH

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PROFESSIONAL SUMMARY

Professional healthcare coordinator with strong experience in patient care management, medical administration, and healthcare compliance.

Professional with proven experience in medical insurance coordination, prepared for pivotal role in healthcare setting. Known for strong analytical skills, thorough understanding of insurance protocols, and adept at managing patient records and claims processing. Exceptional team collaborator focused on achieving results and adaptable to evolving requirements. Recognized for reliability, clear communication, and problem-solving abilities.

SKILLS

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| • Good planning and organizational skills | • Self-motivation |
| • Commercial and business awareness | • Patient Management |
| • Healthcare Administration | • Problem solving |
| • Customer service | • Dependable and responsible |
| • Excellent communication | • Healthcare management |

WORK HISTORY

Medical Insurance Coordinator, 07/2018 - 05/2025

Dallah Hospital – Riyadh

- Managed high volumes of patient case files efficiently by employing effective document management systems and prioritizing tasks strategically.
- Served as a liaison between patients, healthcare providers, and insurers, fostering positive relationships and open communication channels for all parties involved.
- Resolved claim disputes between healthcare providers and insurers swiftly through clear communication, thorough documentation review, and professional negotiation skills.
- Improved overall revenue collection rates by diligently monitoring outstanding balances from insurers or patients, initiating necessary reminders or escalation measures promptly.
- Assisted in the development of internal policies and procedures related to medical insurance coordination, contributing to continuous improvement efforts within the organization.
- Facilitated successful appeals against denied claims by providing compelling evidence of medical necessity or correcting coding errors as needed.
- Enhanced patient satisfaction with timely and accurate insurance verifications, ensuring seamless access to healthcare services.

Marketing Specialist, 01/2016 - 01/2018

Tharban medical Company – Riyadh

- Analyzed market trends and consumer behavior to inform data-driven marketing decisions.
- Conducted competitor analysis for better positioning in the market and identifying growth opportunities.
- Delivered comprehensive market research reports that guided executive decision-making processes.
- Improved customer retention rates by designing customized loyalty programs tailored to individual needs.
- Tracked trade show expenses to maintain budget.

Marketing Specialist, 01/2013 - 01/2014

Al-Hammad Medical Company – Riyadh

- Managed cross-functional teams to successfully execute product launches and promotional events.
- Delivered comprehensive market research reports that guided executive decision-making processes.
- Boosted lead generation through the creation of engaging content for social media platforms.
- Conducted competitor analysis for better positioning in the market and identifying growth opportunities.
- Analyzed market trends and consumer behavior to inform data-driven marketing decisions.

Dentist, 01/2010 - 01/2013

Al-Ajaji Dental Clinics – Riyadh

- Extracted teeth, performed root canals, and filled cavities with dedication to pain management.
- Educated patients and families about dental issues and proper oral care to prevent dental decay and disease.
- Provided preventive care with regular checkups, educating patients on proper oral hygiene habits.

Conference Organizer, 06/2008 - 06/2009

Arab Thought Foundation – Riyadh

- Collaborated with diverse stakeholders to design engaging and relevant conference programming.
- Promoted organizational goals by aligning conference themes with strategic objectives.
- Monitored industry trends to inform innovative approaches to future event planning initiatives.

EDUCATION

Bachelor of Dentistry 07/2007

6 October University - Egypt