# ROOFIA MUSHTAQ

**Email address: sagi3december@gmail.com**

**Contact Number: 0306-2106345**

**To join an organization seeking interpersonal communications, analytical, and managerial skills that will lead to broadening vision, carrier and achieving organizational goals.**

**Profile:**

**Pervious:**

* Teacher at Elysium Grammar School.
* Teacher at Mama’s Pride School.
* Mars Healthcare Network / Radiology Reports Online, LLC (BPO Tele-Radiology) (Chicago, US)
* Teacher at Waves Grammar School.

**Current:**

Quality Assurance Officer at Radicentur

**Education:** MSc (Physiology)

**Experience:**

Experience in MARS Healthcare Network:

* Responsibilities as a Quality Assurance Officer.
* Controlling Report and Case Quality.
* Proofreading Reports and Cases for Imaging Modalities – MRI, CT, DEXA, ECHO, US, CR.
* Ensuring US Healthcare Administrative System Compliances.
* Analyzing Images, Tech. sheets, CPT / ICD Coding, Medical billing information, Patient’s personal notes, History, and Priors against SOPs/Protocols, keeping logs and communicating errors.
* Ensure Timely submission of cases with strict focus on TAT (Turn Around Time).
* Training radiologists and centers (laboratories) on their errors with effective communication through emails, periodic logs and reporting.
* Using multiple online reporting platform ensuring best possible outcome.
* Assisting in Establishing, Ensuring and Developing Policies and Protocols, collective and individual, with Patient Comfort and Organizational Goals in Focus.
* Providing extended coverages with reference to workload and hours in supporting departmental and organizational goals.

Responsibilities as Teacher at Elysium Grammar School:

* Maintain class discipline.
* Floor In-charge.
* Morning Assembly In-charge.
* Take Demo for new Hiring.
* Maintain staff attendance record on daily basis.

**Skill Highlight:**

* Disciplined and persistent.
* Medical Terminology Knowledge.
* Medical Billing Knowledge.
* Quality Assurance Standards.
* Proofreading Medical reports of Radiologists and Specialists.
* Basic Radiology Imaging interpretation.
* MS Excel (data entry, logs and reporting).
* Tech Savvy – Computer hardware / software, Internet surfing / research.
* Understand Sterilization Techniques.
* Attention to detail.
* Quick Problem solver.
* Co-operative team Member.
* Strong Verbal and Written Communication.

**Lab Skills:**

* Promote personal and co-worker safety.
* Prepare Lab Experience in an Ethical Manners.
* Basic Microbiology Techniques including Gram-Staining.
* Designs and implement work protocols and responsibilities.

**Knowledge Area:**

* Online Electronic Medical Record (EMR) / Electronic Health Record (EHR) Systems.
* Basic Medical Billing and Coding ICD/CPT
* MS-Office and its related softwares, MS-Word, MS-Excel, MS-Power Point & MS-Access
* Internet usage for research.

**Academic Qualification:**

**MASTERS:** M.ScPhysiology

**BACHELOR:** B.Sc in Physiology (with Minor Subjects Microbiology, Biochemistry)

**INTERMEDIATE:** H.S.C (Pre Medical) from Hayat ul Islam Girls College

**MATRICULATION:** S.S.C. (Science)” from B.J Public Higher Secondary School

**Projects:**

* Hyper Acidity
* Avil Medicine

**PERSONAL INFORMATION**

* Father’s Name : Mushtaq Hussain
* Date of Birth : 31st Aug 1994
* Religion : Islam
* Marital Status : Single
* Nationality : Pakistani
* CNIC No : 42201-3451135-2