

# Henry Dale R. Bustamante

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## SUMMARY:

- **Profile** Male 30 Married
- **Nationality** Filipino
- **Current Location** Saudi Arabia
- **Current Position** Medical Transcriptionist/Clinical Coder
- **Company** Al Rafie Hospital, Makkah, Saudi Arabia  
(Reporting to Hospital Manager)
- **Preferred Locations** Saudi Arabia, Abu Dhabi, Dubai

## FIELD OF INTEREST:

- Clinical Coder
- Medical Transcriptionist
- Medical Secretary

## HIGHLIGHTS OF QUALIFICATIONS

- Ability to coordinate the work of diverse types of people, working individually or in group
- Persuasive, ambitious, competitive, hard worker, able to inspire confidence in others and work under high level of pressure
- Ability to work independently, and have personal initiative

## WORK EXPERIENCE

December 2006 – Present **AL Rafie Hospital**,Makkah, K.S.A

### **Medical Transcriptionist/Clinical Coder**

General Clerical Description

- Transcribing Dictated and Written Discharge Summaries, Operation Reports
- Death Reports and Obstetric Medical Report.

### **Clinical Coder**

- Coding the ICD 10-AM Diagnosis in all Inpatient and Discharge Files
- Coding the ICD 10-AM Procedure Code in all Operation/Procedure reports done to the patients

Aug 2004 – Nov 2006 **Al-Noor Specialist Hospital**, Makkah, K.S.A

### **Data Entry (Ward Clerk)**

General Clerical Description

- Filling of Medical Records in accordance with the Medical Records Policy
- Typing of Medical Report and Discharge Summary
- Answering the telephone and taking messages
- Data Entry

Data Entry

- Entering and extracting data on the Patient Administration System.
- Processing admissions, transfers and discharges of patients
- Understanding the impact of incorrect data entry
- Following Inpatient Guidelines with regard to making appointments, discharges and coding procedures.

## **EDUCATIONAL BACKGROUND**

- COLLEGE Bachelor of Science in Computer Science  
Zamboanga Sur Maritime Institute of Technology, (Pagadian City Philippines) 1999-2000
- SECONDARY Mindanao State University MSU-Buug High School – with honors  
(Buug, Zamboanga Del Sur, Phillipines) 1993-1994

## **COMPUTER SKILLS**

- Microsoft Office
- Word Processing
- Microsoft Excel Worksheet
- Oracle Databases
- Internet
- Networking

## **ADDITIONAL INFORMATION**

- **Certificate of Appreciation for performing the Work as a Ward Clerk**
  - Issued on March 9.2005
  - Issued at Al-Noor Specialist Hospital
  - Awarded by Medical Records Director
- **Certificate of Completion for Medical Terminology Course**
  - Held at Post Graduate Studies, Education and Training Center
  - Al-Noor Specialist Hospital
  - Issued on March 9, 2005
  - Given by Instructor for Medical Term Course
- **Certificate of Attendance for CPR & First Aid Course**
  - Held at Training and Scholarship Administration, Makkah on September 2006
  - Issued on September 2006
  - Issued by Director of C P R Center, Holy Capital, Dr. Abdulmajeed S. Khan

## **REFERENCE:**

**Madam Ayesha Khatoon Dawood,** Medical Records Director, Al-Noor Specialist Hospital, Makkah K.S.A

**Madam Ghoda Mohammad Arif Khoja,** Assistant Medical Records Director, Al-Noor Specialist Hospital, Makkah, K.S.A

**Dr. Mamdouh H. Kalakatawi,** MD, MACP, MAAN, FJCN. Consultant Internal Medicine & Neurologist

Head of Neurology Unit, Al-Noor Specialist Specialist Hospital, Holy Makkah, K.S.A

**Prof. Dr. Megahed Al Shafie,** General Surgery Consultant, Al Rafie Hospital, Holy Makkah, KSA

**Dr. Hatim Dwedar,** Medical Director, Al Rafie Hospital, Holy Makkah, KSA

**Mr. Bandar Muthama,** Medical Records Director, King Abdulaziz Hospital, Jeddah, KSA

## **LANGUAGE:**

- Filipino (Tagalog) Mother tongue
- English Perfect command of written and spoken language
- Arabic Basic