




## Anas Gharaibeh





### Personal details


 Anas Gharaibeh


 anas.gh78@yahoo.com

 +962799842154

 Irbid, Jordan Irbid

 December 19, 1978

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 Jordanian

### Skills

Medical Computing (Hakeem Program)

ICD-10 and CPT

Microsoft Office

Work under Pressure

Teamwork

Organization

Communication Skills

Self-Motivated

Creative Thinking

Persistent & Ambitious

Flexibility

Creativity

### Profile

Seeking a position as a Medical Records Technician or medical coding in a healthcare facility where my skills and experience can be utilized to provide quality healthcare to patients and achieve administration goals.

### Education

**Diploma in Medical Records**  
Balqa Applied University, Jordan

2000 - 2002

### Employment

**Medical coding and Medical Records Technician**  
Irbid Specialist Hospital, Irbid, Jordan

Feb 2021 - Aug 2023

- Auditing medical records to ensure accuracy and compliance with health standards.
- Extracting and saving files, coding and classifying medical reports.
- Handling insurance requests and organizing patient admissions.
- Ensuring the confidentiality and safety of medical records to prevent loss or damage.
- Participation in the hospital's accreditation from the Jordanian Medical Council
- Work as a medical coder ICD-10 / CPT

**Instructor of Medical Statistics and Medical Terminology**  
Queen Rania Center for Training and Development

Oct 2023 - Mar 2024

- Teaching medical statistics and medical terminology to students and practitioners in the medical field.
- Preparing and delivering lectures and practical lessons to explain basic and advanced concepts.
- Developing educational materials and using interactive teaching methods to enhance student understanding.
- Providing academic support and guidance to students.
- Evaluating student performance, creating exams, and giving feedback for improvement.

**Medical Records Technician**  
Prince Rashid Ben al-Hasan Military Hospital, Irbid, Jordan

2015 - May 2018

- Extracting and saving files, indexing and coding medical reports, handling insurance.
- Organizing patient admissions to the hospital for smoother and more efficient processes.
- Keeping patient medical records safe from loss or damage.
- Work as a medical code for diseases and medical procedures
- ICD-10 CPT

Leadership

Insurance Handling

Medical Terminology

Time Management

Analytical Skills

Patient Confidentiality

Data Entry

## Languages

English

Arabic

- Participation in the hospital's obtaining medical accreditation

**Medical Records Technician** Jun 2017 - Feb 2018

Military Field Hospital, Society Service - Eastern Area, Jordan

**Medical Records Technician** Aug 2015 - Dec 2015

Military Field Hospital, Society Service - Eastern Area, Jordan

**Medical Records Technician** 2008 - 2014

King Hussein Medical Center (King Hussein Hospital), Amman, Jordan

- Emergency Department (2012-2014 & 2008-2010)
- Medical Statistics (2011-2012)
- Admissions Section (2010-2011)
- Extracting and saving files (2010-2012)

**Medical Records Technician** Jul 2007 - Nov 2007

Military Field Hospital, Society Service - Eastern Area, Jordan

**Medical Records Technician** 2003 - 2007

Prince Rashid Ben al-Hasan Military Hospital, Irbid, Jordan

- Extracting and saving files, medical reports, and handling insurance.

**Medical Records Technician** Aug 2010 - Nov 2010

Military Field Jordanian Hospital, Afghanistan

Preparing monthly reports for the number of patients and diseases Participate in a comprehensive medical survey for patients Assist in health education

**Medical Records Technician** Oct 2009 - Dec 2009

Military Field Jordanian Hospital, Palestine

**Medical Records Technician** Jun 2006 - Jul 2006

Military Field Jordanian Hospital, Lebanon

**Medical Records Technician** Apr 2003 - Jul 2003

Military Field Jordanian Hospital, Iraq