

DR. BERYL MAGDALENE THOMAS

General Dentist | Dental Coder | CPC Certified

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented General Dentist and CPC Certified Dental Coder with strong expertise in clinical dentistry, UAE dental insurance coding, medical documentation, and claims processing. Experienced in performing scaling, extractions, root canal treatments, restorative procedures, FPD preparation, and orthodontic adjustments. Skilled in CDT, CPT, and ICD-10-CM coding with hands-on experience in UAE insurance workflows, claim validation, denial management, and resubmission processes. Proficient in SHADE, DOK32, Cortex, and ClinicSoft EMR systems. Strong understanding of UAE healthcare standards, patient care coordination, and dental treatment documentation. Seeking opportunities in the GCC healthcare sector as a General Dentist or Dental Coder.

CORE COMPETENCIES

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| • Dental Procedure Coding (CDT, CPT, ICD-10-CM) | • Orthodontic Adjustment & Space Management |
| • UAE Dental Insurance Coding | • Dental Treatment Planning |
| • Dental Claims Submission & Resubmission | • EMR & Dental Software Management |
| • Root Canal Treatment (RCT) | • Medical Documentation & Compliance |
| • Scaling & Periodontal Therapy | • Insurance Verification & Coding Accuracy |
| • Tooth Extraction & Oral Surgery Assistance | • Patient Communication & Education |
| • Prosthodontics & FPD Preparation | • Infection Control & Clinical Safety |
| • Restorative & Cosmetic Dentistry | • Team Collaboration & Time Management |

PROFESSIONAL EXPERIENCE

GENERAL DENTIST | Macare Diagnostic & Polyclinic - Kerala, India | Oct 2025 – Present

- Perform comprehensive dental examinations, diagnosis, and treatment planning.
- Carry out scaling, restorations, root canal treatments, and extraction procedures.
- Provide preventive and restorative dental care following clinical safety standards.
- Maintain accurate treatment records and patient documentation.
- Educate patients on oral hygiene practices and preventive dental care.
- Coordinate with multidisciplinary healthcare teams for quality patient care.

GENERAL DENTIST | Thankam Dental Care – Kerala, India | 2022 – Present

- Performed advanced deep scaling procedures for periodontal disease management and gingival inflammation control.
- Conducted Grade 2 and Grade 3 extractions including root separation and impacted tooth removal.
- Independently performed single-rooted and multi-rooted root canal treatments with permanent restorations.
- Delivered aesthetic composite restorations including anterior cosmetic fillings and diastema closure procedures.
- Performed GIC restorations and permanent restorative procedures ensuring functional and aesthetic outcomes.
- Assisted in orthodontic spacing correction procedures and minor tooth movement treatments.
- Carried out FPD tooth preparation, impression taking, and prosthodontic procedures.
- Educated patients regarding oral hygiene, preventive care, and post-treatment maintenance.

DENTAL CODER | EVERIC (Esquare Management Services) – Cochin, India | Nov 2025 – Present

- Verify and validate dental records for insurance claim submission and reimbursement processing.
- Perform UAE dental coding using CDT, CPT, and ICD coding standards.
- Utilize SHADE, DOK32, Cortex, and ClinicSoft platforms for documentation and coding workflows.
- Ensure coding compliance and accurate treatment documentation according to UAE healthcare standards.
- Collaborate with dental professionals to interpret treatment plans and select appropriate billing codes.
- Support insurance processing and coding audits to improve claim acceptance rates.

DENTAL CODER | Alif Medical Coding Academy – Thrissur, India | Feb 2025 – Sep 2025

- Specialized in UAE dental insurance coding and claims management.
- Verified dental treatment records and prepared insurance submissions with high coding accuracy.
- Managed resubmission of rejected claims, improving approval and reimbursement success rates.
- Worked extensively with SHADE, DOK32, Cortex, and ClinicSoft EMR systems.
- Ensured adherence to coding guidelines related to dental procedures and insurance documentation.
- Coordinated with dental teams for accurate chart review and code assignment.

ASSISTANT DENTIST

James Dental and Maxillofacial Centre – India | 2019 – 2022

- Performed routine scaling and prophylaxis procedures for periodontal maintenance.
- Assisted in Grade 3 tooth extractions and post-operative patient care.
- Delivered GIC restorations for temporary and pediatric dental cases.
- Assisted in Fixed Partial Denture (FPD) tooth preparation procedures.
- Supported orthodontic procedures including archwire placement and bracket adjustments.
- Maintained patient records, sterilization protocols, and treatment documentation.

EDUCATION

- **Bachelor of Dental Surgery (BDS) | Rajas Dental College and Hospital | 2018**
- **Medical Coding Certification | St. Alphonsa Institute of Medical Coding, India | 2024**
 - AAPC Score: 71%
- **Higher Secondary Education (Plus Two) | Velammal Matriculation Higher Secondary School | 2013**
- **SSLC | Velammal Matriculation Higher Secondary School | 2011**

CERTIFICATIONS

- Certified Professional Coder (CPC) – AAPC
- Medical Coding Certification – St Alphonsa Institute of Medical Coding

TECHNICAL SKILLS

Dental & Coding Software

- SHADE
- DOK32
- Cortex
- ClinicSoft
- AAPC Coding Tools
- Encoder Platforms

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Outlook
- Google Workspace

LANGUAGES

- English
- Malayalam
- Tamil

PERSONAL DETAILS

- Nationality: Indian
- Date of Birth: 30 January 1996
- Gender: Female
- Marital Status: Married
- Passport Number: X5701320
- Passport Expiry: 01 March 2033