**Sana F. Afra** 1 (971) 601-8915

Tigard, Oregon sana.afra65@gmail.com

**WORK EXPERIENCE**

**Additional Work Experience**

- **Freelance translation** (***Digital******Future***, June 2006-present), editing and proofreading various medical, scientific, political, social, and business books and materials (English/Arabic) (17 Yrs)

- **Teaching and lecturing** using prepared PowerPoint presentations on various social and religious issues online and in community service organizations (13 Yrs)

- **Freelance subtitling** (***Deluxe Localization***, Apr 2016-Present), TV series and videos (English/Arabic) (6 Yrs)

**Additional Information**

**Certifications:** CPC

**Technical Skills:** Epic, Billing and Coding, EncoderPro, , Office Suite, Microsoft Outlook, Medical Terminology

**Languages:** Native Arabic, English, Good French, Some German, and Spanish

**United Health Care Student Resources Tigard, OR**

*Senior Medical Claims Examiner*/Coder (Telecommute)Oct 2018 – Nov 2023

* Verify insurance coverage, eligibility, and benefits
* Verify claims are timely and free of errors
* Verify compatibility and accuracy of ICD-10 and CPT codes
* Code surgery CPT/ICD10 for foreign claims (EncoderPro)
* Adjudicate HCFA and UB claim timely and per regulations
* Adhere to HIPPA regulations
* Maintain performance and productivity metrics of 98-100%
* Advise on processing procedures of foreign claims and translate Arabic and French claims into English

*Customer Service Representative* Mar 2018 – Oct 2018

* Provide a low effort experience for provider and member English and Arabic calls relating to claims, eligibility, benefits, and enrollment
* Guide members in creating and navigating Online Accounts and related enrollment and informational sites

**Cotton Box Store Beirut, Lebanon**

*Owner and Manager* Dec 2004 – Sept 2015

* Manage all aspect of store, purchases, sales, inventory, bookkeeping, store designs, hiring and training employees

**Lebanese Science and Education School Beirut, Lebanon**

*School Accountant* July 1997– Aug 2004

* Design Excel and Access sheets to keep up student accounts, timely follow up on student installment payment, employee payroll
* Design and produce school yearbook and magazines

**Tulane University Hospital New Orleans, LA**

*Medical Interpreter* Jan 1986– Sept 1987

* Guide Arabic and French speaking patients in various departments of hospital, follow through with doctor’s visits, routine checkups, registrations, hospital admissions, and various medical procedures

**EDUCATION**

***Bachelor of Science in Nursing***  May 2023

**UTA –** Arlington, TX

***Medical Coding and Billing Certificate***

**Collin College** – Frisco, TS June 2019 – Dec 2020

CPC Certification (2021)

***Bachelor’s degree in Religious Studies***

**BIS -** Beirut, LebanonNov 2004 – May 2009