



I'm Dina Ahmed Afifi, medical record supervisor, I have an experience in different fields, I have the ability to make daily statistics of discharge patients and review all medical files in addition to scan and encode, I'm writing medical reports for discharge and insurance to be send for approvals, collaborate with different departments and follow up team members



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# Dina Afifi

## medical record supervisor

### Skills

- Communication skills.
- Have very good team spirit.
- Organized and punctual.
- Handles pressure.
- Negotiation skills
- performing statistics
- very good in Microsoft office and English

### Work Experience

**2012 -2013**

**Al Khulafaa School**

Public Relations

**2013 -2014**

**Wadi Degla Club**

Public Relations

**2015/ 6 months**

**Misr Insurance**

Public Relations

**6/2021 till Now**

**Alassema Hospital**

Medical Record Supervisor

### Education History

**-Bachelor Social Services**

Graduation year: 2012

Appreciation: social service.

**-General Education**

**Diploma in Ain Shams**

**University**

Graduation year: 2022 .

**Student in postgraduate studies "Cairo University**