

NAWAL SOHAIL

Medical Documentation & Coding Specialist | Remote Clinical Documentation & Healthcare Administrative Support | AI-Assisted Workflows

Peshawar, Pakistan | [email address] | [phone number] | coursera.org/verify/professional-cert/YDG3FLCXKJ0Y

PROFESSIONAL PROFILE

Detail-oriented healthcare professional with a Doctor of Physical Therapy (DPT) background, over a year of hands-on clinical documentation experience in orthopedic, musculoskeletal, and neuromuscular settings, and formal training in medical terminology, medical coding, EHR documentation, and revenue-cycle billing through Rice University and Johns Hopkins Medicine programs on Coursera. Skilled at reviewing clinical documentation for accuracy, completeness, and codeable detail, with working knowledge of ICD-10-CM and CPT principles and hands-on experience applying AI tools to documentation and workflow tasks. Comfortable working independently in remote, technology-driven healthcare support settings, with strong written English communication, precise typing, and reliable digital-tool proficiency. Seeking to bring this clinical grounding and documentation discipline to a remote healthcare documentation and administrative support position.

CORE SKILLS FOR REMOTE HEALTHCARE DOCUMENTATION & SUPPORT

- Reviewing, editing, and finalizing clinical documentation for accuracy, completeness, and billing support
- Medical terminology, prefixes/suffixes/roots, anatomy, and diagnosis-related documentation across all major organ systems (Rice University Specialization)
- Working knowledge of ICD-10-CM and CPT coding principles; medical coding and revenue-cycle fundamentals (Johns Hopkins/Coursera)
- Electronic Health Records (EHR/EMR) documentation, data entry, chart organization, and structured record-keeping
- Hands-on experience with AI tools and prompt engineering for documentation, transcription support, and workflow optimization
- Identifying missing or unclear documentation and coordinating with providers for clarification
- Healthcare quality, safety, and HIPAA-aligned compliance standards
- Comfortable in remote, self-managed work environments; dependable communication and turnaround
- MS Office (Word, Excel, PowerPoint); clear professional communication in English, with working Urdu and Pashto

CERTIFICATIONS & PROFESSIONAL TRAINING

AAPC Medical Biller Certificate — New York State Department of Labor

Comprehensive program covering the full coding and billing process, including medical necessity, insurance specifics, and collections. ICD-10-CM: diseases, symptoms, injuries, and causes of conditions. CPT®: medical services and procedures performed by providers, maintained by the American Medical Association. HCPCS Level II: supplies, equipment, and services not covered by CPT®.

Medical Terminology Specialization — Rice University / Coursera, 2026

3-course specialization (Medical Terminology I, II, III) covering medical prefixes, suffixes, and roots; EHR structure and information extraction; and anatomy and diagnoses across all 10 major organ systems.

Medical Billing and Coding Fundamentals Specialization — MedCerts / Coursera, 2026

3-course specialization (Professionalism in Allied Health; Medical Terminology and the Human Body Fundamentals; Medical Billing and Coding Essentials) covering insurance, diagnosis/procedure/reimbursement coding, front-end medical office duties, and anatomy and physiology terminology.

Foundations of Medical Coding and ICD-10-CM — SkillUp / Coursera, 2026

Course covering core principles of medical coding and ICD-10-CM diagnosis coding.

Johns Hopkins Medical Office Manager Professional Certificate — Johns Hopkins Medicine / Coursera, 2026

Six-course program covering revenue cycle billing and coding, EHR data management, healthcare delivery, and compliance for medical practices — including a dedicated Revenue Cycle, Billing, and Coding course and a Data and Electronic Health Records course.

Prompt Engineering, Generative AI & AI Workflow Optimization — Government of Dubai (One Million Prompters Initiative)

Mastering the Art of Therapeutic Taping — PGMI Peshawar / Khyber Medical University (5 CME hours), Nov 2025

Social Media Marketing Professional Certificate — Meta

RELEVANT CLINICAL & DOCUMENTATION EXPERIENCE

- Intern Physiotherapist — AJ Physio Clinic**

Feb 2025 – Feb 2026 | Peshawar, Pakistan

 - Maintained accurate, detailed clinical documentation and daily patient records under consultant supervision, supporting diagnosis, treatment planning, and progress tracking for musculoskeletal and neuromuscular cases
 - Reviewed patient charts and treatment histories to verify diagnosis records and continuity of care in a busy multidisciplinary outpatient clinic
 - Coordinated with supervising consultants to clarify and complete documentation for patient-education and outreach materials during community physiotherapy camps
 - Maintained professional, compliant conduct with patients and colleagues, formally certified by the clinic's consultant physiotherapists
- Physical Therapy Intern — Physio Plus Clinic, Afridi Medical Complex**

May 2023 – Jun 2023 | Peshawar, Pakistan

 - Documented rehabilitation exercise prescriptions and treatment plans in a high-volume clinical setting, supporting accurate patient records
 - Gained hands-on exposure to structured clinical record-keeping and patient-history documentation
- Clinical Trainee — Shahab Orthopedic & General Hospital**

One-month placement | Peshawar, Pakistan

 - Completed a clinical rotation with direct exposure to orthopedic assessment, patient care, and rehabilitation protocols (Iqra National University programme)
 - Strengthened clinical documentation, observation, and structured patient-interaction and outcome-assessment skills within a hospital environment

EDUCATION

Doctor of Physical Therapy (DPT) — Iqra National University | CGPA: 3.36/4.00 | 2019–2024 | Peshawar, Pakistan
Intermediate (Pre-Medical) — Aziz Bhatti Shaheed Army College | Grade: B | Mardan, Pakistan
Matriculation — APSACS | Grade: A | Mardan, Pakistan

LANGUAGE SKILLS

Mother tongue: Pashto. English: C1/C2 (Proficient user). Urdu: B1/B2 (Independent user).