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**Reena**

* : [reena.211187@2freemail.com](mailto:reena.211187@2freemail.com)

**Objective**: Seeking a position as Medical Coding Specialist with progressive organization. I come with 2years of medical coding experience and coordinate with insurance companies, and would like to make use of the same with special notice towards details and assist the organization overall in its documentation and reimbursement process.

**EDUCATION**

* Medical terminology
* Anatomy & Physiology for Coders
* Modifiers and Surgery
* ICD 10
* CPT
* HCPCS level II
* HIPAA Compliance &coding Guidelines

**Certification:** Certified Professional Coder from American Academy of Professional Coders.

**M.Sc in Biotechnology** (2004 to 2006)

Osmania University College for Women Koti, Hyderabad

Result: 71%

**B.Sc in Microbiology** (Zoology and Chemistry) (2001 to 2004)

Kasturbha Gandhi College for Girls, Secunderabad

Result: 78%

**Board of Intermediate Education**

Intermediate (Bi.P.C)

St. Joseph’s Junior College, Secunderabd

Result: 82%.

**SSC**

Holy Family High School, Secunderabad

Result: 80%

**Other Skills**

Proficient with computers and can work with **Microsoft Excel, Word, and Emails**. Well equipped with telephone etiquettes, and excellent communication skills.

**PROFESSIONAL EXPERIENCE:**

**Andromeda Technologies**

Senior Medical coder (March2016-April2018)

* Identify the appropriate E/M visit and assign ICD-10 diagnosis code(s) and CPT procedure code(s) for **Outpatient** encounters.
* Responsible for coding 75-80 outpatients encounters daily basis.
* Collected outpatient coding data information and ensured that it was properly organized.
* **Radiology encounters**. Accurately read radiology reports and placed correct procedure and diagnosis codes.
* Abstract clinical information for a variety of medical records.
* Experience in coding E/M level, Radiology, Laboratory, MRI, Pre-Natal, Labor Observation, Pre -admission Testing, Ultrasounds, Bone Density.
* Used 3M Software Coding Program.
* Clarified treatment with Doctors, Physician Assistants & Physical Therapists ensuring assignment of the correct code.
* Meet daily production and quality goals.
* Verified that diagnosis assigned by physicians is in accordance to procedural codes.
* Maintained strict patient and physician confidentiality.
* Verified completeness of medical record within electronic medical record, reporting any discrepancies to supervisor.
* Conduct research if a claim is denied and correspond with insurance companies and healthcare professionals to resolve the issue.

**Little Feet Nursery (Sharjah, UAE)**

**Office Administrator– (2014 to 2015)**

* Hired and trained a group of members in Admin department. Set up and maintain efficient office systems within the school’s admin office, including manual and computerized information retrieval systems. Draft and type correspondence, reports and other documents for the Head teacher.
* Administer school’s admissions procedures for the nursery/school, orienting parents on admission criteria, collate applications for admission and monitor criteria being applied consistently. Also communicate with parents regarding the same.
* Capture the notes during staff meetings. Update school prospectus.
* Keep record of pupil absences, write to parents or whenever necessary call them regarding the absences of pupils.
* Manage pupil data by ensuring that all required pupil data is up to date and accurate, Enter pupil data on joiners and leavers on system.

**BioGenex Life Sciences**

**Position: Senior Executive – Product Management**

**Tenure**: April 2010 to March 2011

**Client**: BioGenex Laboratories (US)

* Perform comparative studies on antibodies with competing companies
* Perform research on the properties of the antibodies and submit reports based on the research
* Provide protocol on antibodies, detection kits, ancillary reagents and medical diagnostic equipments probes, special stains, automated staining and imaging systems for use in Molecular Pathology.

**Position: Senior Executive in (US Technical ans Customer Support)**

**Tenure**: February 2007 to March 2010

**Client**: BioGenex Laboratories (US)

* Call various Lab Institutes, Hospitals, Research Centers to promote and increase sales of the products.
* Generate orders for antibodies, detection kits, ancillary reagents and medical diagnostic equipment probes, special stains, automated staining and imaging systems for use in Molecular Pathology for US and International clients.
* Provide technical assistance and trouble shooting on BioGenex products for US and International customers.
* Coordinate with the manufacturing, freight and accounts department to process the sale of the product.

**Achievements**:

* **Excellent Performer** of the Year award for 2009.
* **Top Performer** for Three consecutive years in BioGenex.
* Promoted as **Senior Executive**.
* **Lead a team of 10 in absence of Manager** for the department in the nightshift.
* Received appreciation from management for **Nil** complaints in 2009.

**PASSPORT DETAILS**

Date of Issue :         22/11/2012

Date of Expiry :         21/11/2022

Visa Status : Visit Visa

**DECLARATION**

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

**Date Reena**