**CURRICULUM VITAE**

**Dr. SYEDA**

## Certified Medical Coder

Career Objective:

Intently wants to work in your concern with a great Zeal and infinite strength. I aspire to learn and also to join hands with a team, which will lead me to implement and improve my technical skills. I assure you that I will end up with successful outcome, enhancing my skills and there by contributing to overall growth of organization.

ACADEMIC QUALIFICATION:

* Acquired Bachelor in Homoeopathic Medicine and Surgery**(BHMS)** from

**RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES - 2011**

* Acquired Training of medical coding and billing from **MEDESUN INSTITUTE**

**Hyderabad**

* Member of **AAPC(**American Academy of professional coders)
* Certified medical coder ***CPC.***

PRESENT EMPLOYEMENT:

* Working as a **MEDICAL CODING SPECIALIST** in **MEDICAL RECORDS DEPARTMENT** at **NMC SPECIALITY HOSPITAL,**ABU DHABI(JCI Accredited 100 bedded Hospital)UAE.(July2013-Present).

JOB RESPONSIBLITIES:

* To analyze medical records and assigns codes to classify diagnoses and procedures to support the reimbursement system, to support assessment of clinical care, and to support medical research activity.
* Allocate codes to patients' current period of care, using knowledge of the information contained within the International Classification of Diseases**,**
* The incumbent checks and sequence the most accurate ICD-9-CM/CPT/HCPCS/DRG for diagnosis and procedures for documentation information .Assure the final diagnosis and operative procedures as stated by the physician are valid and complete
* Coding specialty-wise inpatient and outpatient health records this includes ICD-9-CM, CPT codes and reporting hospital mortality, morbidity coding.
* Educating and training to healthcare professional about coding methodology and proper documentations
* Assigning inpatient DRG codes from 3M as per given guidelines and using a knowledge base of clinical rules, to finds claims that should be bundled under a code(s), and detects clinically inappropriate diagnosis, procedures and incomplete entries to avoid denials and incorrect billing.
* Providing monthly feedbacks to concern specialty or department.
* Handling of coding denials and communicating with the insurance providers about various coding queries and concerns.
* Handling Rejection & Resubmitting the eclaim as per haad policy.
* Deficiency checking and assembling of Inpatient and Outpatient files
* Abstract all necessary information from Health records to identify secondary complication and co-morbid conditions.
* Analyzes doctor’s documentation to assure the appropriate Evaluation & Management (E&M) levels are assigned using the correct CPT codes.
* Ensure coding is as per HAAD guidelines and regulation.
* Provide feedback to Doctors regarding coding errors or oversights.
* Provide Orientation to new doctors as per ICD-9-CM and CPT coding guidelines resulting in proficient Clinical documentation.
* Perform follow-up coding of Medical Record as a result of Internal and External reviews/audits.
* Maintain inter and intradepartmental Communication for the smooth functioning of the department.
* Prepare daily/ monthly coding audits report and submit to the management for statistics and data analysis.
* Perform miscellaneous job related duties as assigned.
* To conduct qualitative and quantitative analysis of Inpatient Records according to JCIA standards, to ensure completeness,

Authentication and consistency of documentation and compliance to standards.

**Qualification Summary:**

* Extreme knowledge with regard to Medical Coding guidelines and coding techniques (ICD-9,CPT, HCPCS level II, CCI edits & Coding tools like Encoder).
* Proficient in physician coding, outpatient coding.
* Experience in Emergency department coding.
* Experience in Facility coding
* Experience in IP coding
* Experience in E & M
* Experience in resubmission

* Analytical and problem solving skills.

JOB EXPERIENCE:

* Worked for 1year for **HKE’S** homoeopathic medical college and hospital ,Gulbarga -Karnataka as an internee from September 2011 to September 2012
* 6 months of experience as a resident doctor in **Dr. Modi General Hospital**, Gulbarga
* Worked as a duty medical officer at **kamineni hospital**, Hyderabad September2012 till JUNE 2013.
* Presently working as Medical coding specialist in NMC Speciality Hospital,Abu Dhabi,UAE.(July 2013-Present).

COMPETENCIES / COMPUTER SKILLS/SKILLS:

* Known office packages: Microsoft Word, Microsoft Excel ,Microsoft Access,

Microsoft PowerPoint, Microsoft Outlook expresses

* Practiced operating system :Windows 9X,Windows2000,Windows ME ,Windows XP
* ***ICD9,CPT4,HCPCS,BILLING,HIPAA***

# PERSONEL INFORMATION:

* DOB : 29/12/1986
* Marital status : Married
* Languages known: English, Hindi, Urdu.
* Nationality : Indian

CO-CURRICULAR ACTIVITIES:

I was an active participant in many health programs as well as in medical awareness programs

* I was an active participant in many community health programs.

**CERTIFICATION:**

* Certified professional coder (CPC) by AAPC

**Job Seeker First Name / CV No: 1715040**

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