**Abdu**

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Seeking for a position as

**Medical coder**

**Certified Coding Associate (CCA )- AHIMA 2013**

**PROFESSIONAL SYNOPSIS**

* Extremely knowledgeable with regards to Medical Coding guidelines and coding techniques.
* Proficient in outpatient coding.
* Adept in all aspects of administration, HIM and medical coding.

**Concern : Tawam Hospital**

**Country : UAE.**

**Period : July2014 July 2016**

**Designation : Medical Coder**

**ONLINE INTERNSHIP**

**Concern : South Padre Medical Center**

**Country : USA.**

**Period : Sep2014 July2015**

**Designation : Medical Coder**

**CORE COMPETENCIES**

***Medical Coding***

* Encode outpatient medical records with ICD-9-CM, ICD -10 ,CPT-4 and E & M coding,
* Utilize 3M and ERP software and input information into computerized patient record system for Electronic Claims.
* Duties also include handling wide variety of medical claims including physical therapies, ENT, primary care and psychiatry visits, dental, eye/vision, pharmacy, diagnostic testing, ER, and E&M.

**QUALIFICIATIONS**

* **MBA** - **Sikkim Manipal University, India**
* **Bachelors Degree, Bachelor of Arts- Economics** Calicut University, Kerala, India
* **Certified Coding Associate (CCA)- AHIMA**
* **Certified Professional Coder (CPC) AAPC–** *(Preparing)*

**ORGANISATIONAL EXPERIENCE**

**Concern : Tawam Hospital- Al Ain ,UAE**

**Department : Administration**

**Period : June 2005 to June 2014**

**Designation : HIM clerk**

**JOB RESPONSIBILTY**

* Encode outpatient medical records with ICD-9-CM, CPT-4, DRG and E & M .
* Utilize 3M and ERP software and input information into computerized patient record system for Electronic Claims. E&M Coding.
* Evaluated patient records for suitability, completeness, and correctness of health data
* Recorded data electronically for collection, storage, analysis, recovery, and reporting
* Arranged and maintained data for medical databases and registries
* Prepared financial statements and billing procedures
* Handled all kinds of insurance claims, including private, Medicare and insurance fraud
* Completed insurance and other claim forms
* Utilized classification software to assign clinical codes for reimbursement and data analysis
* Administered to handle walk- in – phone and faxed request for patient medical records in a timely and courteous manner
* To keep patient files in order
* Organized and maintained corporate filling systems
* Maintained up-to-date files for patient
* Inputted letters, reports and data onto diskettes for printing and storage in a fast based level
* Received and sorted and directed mail to various departments in a timely fashion
* Prepared different types of formats and layouts for newsletter, letters and books as required
* Received and directed all Incoming and Outgoing calls and screened as needed
* Respond and resolved patient complaints in a courteous and professional manner
* obtain supplies from the purchasing department
* Prepares folders and maintains records of newly admitted patients.
* Reviews medical records for completeness, assembles records into standard order, and files records in designated areas according to applicable alphabetic and numeric filing system.
* Compiles statistical data, such as admissions, discharges, deaths, births, and types of treatment given.
* Operates computer to enter and retrieve data and type correspondence and reports.
* Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.
* Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
* Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
* Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.
* Ensures availability of treatment information by filing and retrieving patient records.
* Maintains patient accounts by obtaining, recording, and updating personal and financial information.
* Obtains revenue by recording and updating financial information; recording and collecting patient charges; controlling credit extended to patients; filing, collecting, and expediting third-party claims.
* Maintains business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs.
* Helps patients in distress by responding to emergencies.
* Protects patients' rights by maintaining confidentiality of personal and financial information.
* Maintains operations by following policies and procedures; reporting needed changes.
* Contributes to team effort by accomplishing related results as needed.
* Multi-tasking, Flexibility, Telephone Skills, Customer Service, Time Management, Organization, Attention to Detail, Scheduling, Word Processing , Professionalism, Quality Focus

**TRAININGS ATTENDED**

* “Different Body Systems, Physiology and Anatomy”.
* “Medical Terminologies, Combining Forms, Abbreviations, etc.”

**IT SKILLS – Windows, MS Office & Internet Applications, Coding softwares**

**PERSONAL DETAILS**

* Date of Birth : 10th January 1974
* Visa Details : Residence Visa, UAE(Transferable)
* Nationality : Indian
* Marital Status : Married.
* No. of Dependents : Three.
* Languages Known : English, Arabic, Malayalam, Hindi and Tamil.

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Al Ain Yours Faithfully,

Abdu