###### $RDDO628.jpgBHAVYA

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***SUMMARY:***

* Looking for an excellent challenging career as medical Coding Specialist that gives me good scope, where my skills and knowledge can be utilized to the fullest and can be able to serve the organization, goals and mission.
* Hands full of Experience for more than4 yearsin IP DRG coding ,Inpatient and Outpatient EmergencyDepartment facility and E/M.
* Completed Certification on COC (Certified Outpatient Coder).
* Knowledge on DHA and HAAD adjudication rules.
* Possessing high level of logical thinking, problem solving, and self-motivation and team-working attitude and leadership qualities.
* Achievement oriented with an inclination to grow in the organization.

***OBJECTIVE:***

Looking for an excellent challenging career as medical Coding Specialist that gives me good scope, where my skills and knowledge can be utilized to the fullest and can be able to serve the organization, goals and mission. Earned leadership status by setting inspirational goals and setting examples – Superb organizational, motivational, management and time management skills.

***PROFESSIONAL SUMMARY:***

Organization Name- **ThumbayHospital(JCI accredited)**Fujairah, UAE

Designation: Senior Medical Coder and insurance coordinator

Domain: Inpatient and Outpatient

Duration: 2 years

Organization Name –**(OmegaHealth Care Pvt Ltd**),Located at Chennai, India

Designation: Medical Coder

Domain: Emergency Department (facility)

Duration: 2years

***DUTIES:***

* Training new team members as a senior medical coder
* As a part of medical records auditing inpatient and outpatient files.
* Good knowledge about insurance approvals.
* Submitting statistics to ministry of health.
* Inpatient DRG coding.
* Knowledge of issuing birth and death certificates.
* Insurance files submission antedate
* Outpatient and inpatient coding.
* Resubmission of files if any rejections are received.
* Referringguidelinesregarding coding, billing,rejection,resubmission.
* Giving updates to the doctors regarding medical necessity rejection and requesting proper documentation for the same to avoid rejections in advance.
* Sending pre authorization request to insurance companies.
* Auditing and verifying codes before submitting for insurance approval.
* Verifying codes before getting final discharge approval.
* Auditing the inpatient and outpatient files for compliance.
* Reconciliation of files received through rejections.
* Managing team performance and progress.
* Enforcing all company approved policies and procedures.
* Constantly looking for ways to improve quality.
* Implementing new initiatives and making sure all staff understand them.
* Attending and participating in team meetings.
* Ensuring a clean, safe and friendly working environment.
* Reporting to senior managers.
* Adhering to hospital rules and regulations
* Adhering to insurance specific guidelines.

***PERSONAL:***

* Willing to learn new updates and procedures in science filed.
* Always aim for highest production with excellent quality.
* Knowledge of standards and rules of CPT, ICD-9, ICD-10 and CMS.
* Efficient knowledge with regard to Medical Coding guidelines and coding techniques (ICD-10, CPT).
* Coding multiple projects at a time
* Experience with various coding software’s.
* Strong knowledge of Anatomy & Physiology, Advanced Medical Terminology, Psychology, and Pharmacology.
* Able to read and interpret documents; self-manage time with minimal supervision; and handle sensitive, private information with confidentiality and diplomacy.
* Met established quality and productivity standards.
* Demonstrates ability to read and interpret medical record documentation.
* Training the new team members.
* Codes all diagnosis and procedures in accordance with ICD-10 CM and CPT-4 coding schemes to assure accurate Ambulatory Payment Category assignment by following unit specific guidelines.
* Consults with Physicians for clarification of documentation issues relative to assigning appropriate codes
* Coordination with all departments stakeholders doctors, nurses, OT, laboratory, Patient affairs department
* Training all doctors and nurses regarding important coding guidelines inorder to avoid rejections.

***AREAS OF EXPERTISE***

* Auditing the inpatient and outpatient files for compliance of medical records
* Inpatient DRG coding
* Insurance approval knowledge
* Submission of statistics to ministry.
* E-Claimsubmission
* Preapproval forms diagnosis for Inpatient verification
* Final approval discharge diagnosis verification
* Referral form submission
* Statistical report submission
* Training doctors and nurses
* Service list updation
* Rejection reconciliation
* Good production& quality
* Team management
* Friendly work environment with colleagues
* Submission of claims by antedate
* Adhering to insurance specific guidelines
* Excellence skills in Microsoft word,excel, outlook
* Excellent communication skills
* Ability in problem solving in terms of difficult situations.

***TECHINCAL SKILLS:***

* CEED validation
* 3M software
* HIMS
* Microsoft word, excel, PowerPoint
* C, C++, Ms Office.
* Programming Language.\
* Mat Lab Designing software

***INTERNSHIP:***

Organization – Achievers Spot Chennai

Training in medical coding.

Duration-2nd Nov 2013 to 17th Dec 2013.

 Working –Training as medical coder.

Organization - LifelineMultispecialty Hospital, Chennai

 Division - Department of Biomedical

Duration- 10th May 2011 to 14th may 2011.

Work-training as biomedical engineer

## *ACADEMIC QUALIFICATIONS:*

|  |  |  |
| --- | --- | --- |
|  Degree / Qualification | Year | Percentage |
| B Tech(Biomedical) [SathyabamaUniversity] | 2013 | 80% |
| IPE [Board of Intermediate ] | 2009 | 88.4% |
| SSC [Board of Secondary Education] | 2007 | 89% |

***STRENGTH:***

* Willingness to learn, Team Facilitator
* Eagerness to Explore and Learn.
* Ability to deal with people diplomatically.
* Curious to learn new things, which enrich my knowledge base.
* Positive thinking, innovative thinking, quick learner

# *PERSONAL DETAILS:*

Date of Birth : 18th Feb 1991.

Sex : Female.

Marital Status : Unmarried

Languages : English,Hindi, Telugu &Tamil

Nationality : Indian

***DECLARATION:***

I consider myself familiar with academic aspects. I am also confident of my ability to work in a team.  I hereby declare that the information furnished above is true to the best of my knowledge.