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**Anjonette, CPC**

E-mail: **anjonette.332971@2freemail.com**

**CAREER OBJECTIVES:**

Looking for a challenging position as a Medical Coder in an organization where my profound medical professional and practical experience will be fully utilized. To enhance my abilities and expound my knowledge in rendering the services that is expected from me and become a competent person and asset to the institution.

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| **EDUCATIONAL PROFILE** |
| **POST-GRADUATE STUDIES** | **Certified Medical Coder-A**American Academy of Professional CodersSeptember 9, 2016 |
| **COLLEGE** | **Bachelor of Science in Nursing**St. Scholastica’s College Tacloban, Tacloban City, PhilippinesS.Y. 2006-2010 |
| **SECONDARY** | Leyte National High SchoolTacloban City, PhilippinesS.Y. 2002-2006 |
| **ELEMENTARY** | City Central SchoolTacloban City, PhilippinesS.Y. 1996-2002 |

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| **PERSONAL PARTICULARS** |
| Date of Birth    | **June 16, 1990** |
| Place of Birth                   | **Basey, Samar, Philippines** |
| Sex   | **Female** |
| Age   | **26 years old** |
| Citizenship | **Filipino** |
| Civil Status                    | **Single** |
| Height   | **5’2”** |
| Religion | **Roman Catholic** |

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| **PROFESSIONAL ID LICENSES** |
| AAPC Member ID |  |
| PRC Nursing License Number  |  |

**SKILLS AND INTERPERSONAL CHARACTERISTICS:**

* Proficient in Windows program- Microsoft Word, Microsoft Excel.
* Good written & verbal communication skills.
* Willing to learn new things and ideas related to work.
* Logical and efficient medical coding professional with exceptional skills in abstracting information and assigning codes related to medicine, surgery, radiology and pathology. Working knowledge of official coding conventions and rules established by AMA. A meticulous individual who has demonstrated ability to liaise with insurance companies. Highly motivated to work in team-oriented and collaborative environment.
* Highly Motivated, Hardworking, Determined, Focused, Versatile in any given situation, Critical Thinker.

**SEMINARS/TRAININGS WITH CERTIFICATIONS ATTENDED**

* **INTENSIVE MEDICAL CODING TRAINING (120 HOURS)**

Dublin Health Services Management

Abu Dhabi, UAE

March 11 – June 24, 2016

* **BASIC LIFE SUPPORT**

American Safety Health Institute

Abu Dhabi, UAE

August 21, 2015

* **2ND EVOLVING PRACTICE OF OPTHALMOLOGY (Middle East Conference 2015)**

Conrad Hotel

Dubai, UAE

March 26 – 28, 2015

* **YOUTH VOLUNTEER**

CDSCP Inc. (Center for the Development of Sustainable Communities for Social Progress)

Tacloban City, Philippines

November 2009 – March 2014

* **COMPUTER BASED ENGLISH PROFICIENCY (100 HOURS)**

Tesda-Regional Training Center

Tacloban City, Philippines

November 19, 2012 – January 31, 2012

**WORK EXPERIENCE**

* **INSURANCE COORDINATOR / MEDICAL CODER**

Samaya Specialized Center, Al Bateen Street, Abu Dhabi, UAE

May 7, 2016 - Present

**Responsibilities:**

1. Primarily provides all kind of insurance assistance to hospital departments.
2. Review and verify patient account information against insurance program specifications.
3. To gain as much knowledge in medical insurance terms and conditions.
4. To develop good relationship with various insurance companies.
5. To update ourselves with latest medical terminologies and information.
6. Checking patient claims to avoid any errors.
7. To receive rejected claims from various insurance companies.
8. The rejected claims to be rectified by providing the requirements needed by the insurance companies.
9. To gain as much knowledge in computer software and updates used in insurance department.
10. Checking Surgery list and provide updated approvals from various insurance companies.
11. Liaises with medical coders, doctors and other departments for the purpose of rectification.
12. Liaises with staff and doctors of insurance companies.
13. To develop good relationship with accounts dept.
14. To provide all necessary assistance regarding insurance to all the departments and doctors.
15. To obtain approvals as per the request of the doctors from various insurance companies.
16. Proper filing of approvals and other correspondences.
17. To promptly deliver all the mails and memos from various insurance companies to staff concern
18. To deliver all mails and memos to various departments of the hospitals.
19. To provide full support to the HOD for smooth functioning of the department.
20. Maintain proper records of approvals and rectification statements.
21. Prompt usage of essential tools like photocopy machine, fax machine, telephone, computers etc...
22. Help other colleagues in the department when they have busy schedule.
23. Follows policies and procedures, completes administrative tasks correctly and on time.
24. Participates in the quality improvement activities of the hospital
25. Competently participate in training programs conducted by various insurance companies/HR dept/ quality dept. etc…..
26. Perform other related duties as assigned.
* **MEDICAL TRANSCRIPTIONIST**

Samaya Specialized Center, Al Bateen Street, Abu Dhabi, UAE

December 17, 2016 – May 6, 2016

 **Responsibilities:**

1. Acquires and enhances one's knowledge and understanding of medical terminologies, procedures, codes, basic computer navigations, and other related tasks.
2. Transcribes essential information gathered within the doctor-patient's encounter into the EMR (electronic medical record).
3. Ensures that information gathered is complete, accurate and essential for documentation.
4. Generates, proofreads and edits medical reports
5. Keeping up-to-date reports and documentations
6. Ensures paper works and hard copy documents (such as approval, authorization letter, discharge summary, and the like) are completely attached on patient's file.
7. Encodes the proper diagnoses and procedural codes within an encounter.
8. Encodes clinical findings and interpretation for investigations of the doctor.
9. Updates the EMR.
10. Collaborates with the nurses, clinical assistants, receptionists in facilitating patient care and clinic flow.
11. Constantly communicates with the Doctor regarding a plan or changes of plan and treatment to be given to patient.
12. Collaborates with the insurance team and medical coders in verifying codes and claims.
13. Communicates to the IT/Biomedical Engineer any problems or issues relating to computer software and equipment.
14. Maintaining cleanliness and orderliness in work area in doctor's clinic assigned to

**REFERENCES:**

**References available upon request**