

**Mohammed**

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**cAREER OBJECTIVE:**

Looking for a position of **Medical Coder** in a fast paced and open cultured organization where I can utilize my extensive medical knowledge, healthcare experience, computer knowledge, and strong organizational abilities and raise the standards of the healthcare services provided.

**Particulars:**

* A dynamic professional with more than 8 years of experience in areas of **Medical Coding**, **Medical Records Documentation**, & **Medical Transcription**.
* A highly capable, resourceful, and detail-oriented individual seeking opportunities to demonstrate medical administrative strengths.
* Sound knowledge of medical coding guidelines and regulations as well as of anatomy, physiology and medical terminology necessary to correctly assign the correct diagnosis (ICD-9), procedure (CPT®), and supply (HCPCS Level II) code for Inpatient and Outpatient visits for a wide variety of clinical cases and services.
* Multilingual, fluent in ENGLISH, HINDI, TELUGU, & URDU.
* Good verbal and written English language skills.

**certifications:**

* CPC (Certified Professional Coder) ICD-9 and ICD-10 certification and an active member of AAPC (American Academy of Professional Coders).
* Diploma in Medical Transcription/Medical Record Officer.

**Professional WORK Experience:**

* **Currently working as a Medical Coder/Medical biller in National Emirates Medical Services LLC, Abu Dhabi. UAE.**
* **Worked as a Medical Coder/Transcriptionist in E-Rad Services Pvt Ltd from April 2011 till September 2015.**
* Worked as a Medical Language Specialist (Medical Transcriptionist/Medical Record Officer) in Precise Medical Transcription Services Pvt. Ltd from March 2006 till March 31 2011.
* Completed 140 hours of comprehensive Medical Coding and Billing in MedeSun Healthcare Solutions.
* Completed extensive Medical Transcription Training of about 6 months in CAT Technologies.

**SCHOLASTIC RECORD:**

* **Pursuing MBA in Hospital Information Management.**
* **Bachelor of Commerce, Wesley Boys** Degree College, Affiliated to Osmania University, Hyderabad.
* **Intermediate (CEC)**, Little Flower Junior College, Hyderabad.
* **Secondary School Certificate (SSC)**, Board of Secondary Education, AP, India.

**job responsibilities:**

**Key Responsibilities as a MEDICAL CODER/Billing:**

* Responsible for verifying and obtaining authorizations as required by Daman/insurance Company. Contact Daman for update on authorization request. Prepare reports of daily activity as requested for management. Prepare nursing schedule on a daily basis. Performs financial reviews and calculations based upon information received from the Daman, assist with logistical, and/or clerical problem resolution related to the patient’s medical record, authorization, and billing issue. Submission of billing on a 15 days basis and/or monthly basis to the insurance company and resubmission.
* Verify appropriate ICD-9-CM diagnosis codes and evaluate the Medical Record for documentation consistency and adequacy. Ensure that the final diagnosis accurately reflects the care and treatment rendered to the patients. Review the records for compliance with established third party reimbursement agencies.
* Analyze provider documentation to assure the appropriate Evaluation and Management (E&M) levels are assigned using the correct CPT code, Procedure codes and HCPCS codes.
* Identify the services and procedures provided, but not adequately documented in the personal health information (PHI) record and also advice the physicians of documentation deficiencies. Demonstrates knowledge of the physician query process and appropriately queries when documentation is incomplete or ambiguous.
* Maintains confidentiality of patient’s protected health information (PHI) in both electronic and paper formats.

**Key Responsibilities in Medical Records Management:**

* Review health records and computer generated reports and apply appropriate guidelines for assignment of the primary diagnosis.
* Analyze provider documentation to assure the appropriate Evaluation and Management (E&M) levels are assigned using the correct CPT code, Procedure codes.
* Identifies electronic reference materials appropriately and efficiently to facilitate the accuracy, consistency and specificity of code assignment.
* Verify appropriate ICD-9-CM diagnosis codes and evaluate the Medical Record for documentation consistency and adequacy. Ensure that the final diagnosis accurately reflects the care and treatment rendered to the patients.
* Maintains confidentiality of patient’s protected health information (PHI) in both electronic and paper formats.

**Key Responsibilities as a Medical Language Specialist (Medical Transcription/Medical Record Officer)**

* Receiving dictations from the physicians from U.S. and also other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis etc. in order to document patient care and facilitate healthcare services. Converting recorded audio into electronic data and further scrutinized for grammar & clarity.
* Distinguish between homonyms, and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine.
* Decide which information should be included or excluded in reports.
* Identify mistakes in reports, and check with doctors to obtain the correct information.
* Return dictated reports in printed or electronic form for physicians' review, signature, and corrections, and for inclusion in patients' medical records.
* Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
* Transcribe dictation for a variety of medical reports such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, and/or discharge summaries

**PERSONAL DETAILS:**

Date of Birth : 06 April 1984

Place of Birth : Hyderabad, India

Marital Status : Married

Nationality : Indian

Languages known : Fluent in English, Hindi, Telugu, & Urdu

**PASSPORT DETAILS:**

Date of Issue : 27-07-2007

Date of Expiry : : 26-07-2017

Place of Issue : Hyderabad

**Declaration:**

I hereby declare that the specifics furnished above are true and correct to the best of my knowledge. I also comprehend that my candidature will be canceled if the information is found to be false or incomplete.

Date: