

**NEEMA**

Abu Dhabi, UAE
Email: neema.333558@2freemail.com

**CERTIFIED PROFESSIONAL CODER (CPC)**

**OBJECTIVE:**

I am seeking employment with a progressive, reputable company that will provide challenges and opportunities for growth and advancement, utilizing my coding and billing experience and, in addition I want to work as an advancing medical coding professional in a challenging and intriguing working atmosphere with the utilization of adept coding expertise and proficiencies.

**MAJOR STRENGTHS**

• Highly skilled in abstracting information and assigning codes to describe each documented   analysis
• Thorough understanding of anatomy, biology, pharmacology and disease management
• Strong familiarity with coding related to medicine, surgery, radiology and pathology
• Working knowledge of official coding conventions and rules established by AMA
• Demonstrated ability to liaise insurance companies regarding questions about claims
• Well versed in using computers including MS Word, Excel, Internet and Email.

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| **SPECIAL KNOWLEDGE** |
| ● CPT | ● Code Assignment ICD-10-CM | ● Coding Guidelines |
| ● Medical Terminology | ● Payment Methodologies | ● HIPPA Compliance |
| ● Anatomy | ● Surgery and Modifiers | ● HCPCS Level II |

**EDUCATIONAL QUALIFICATIONS**

• Bachelor of Science (BSC-Botany) awarded from Calicut University, India

• Higher Secondary Education (VHSE) from Board of Vocational Higher Secondary Education,Kerala. India

• Matriculation from Central Board of Public Examination,Kerala

**PROFESSIONAL QUALIFICATIONS**

• Certified Professional Coder (**CPC-A**) Certification from the American Academy of Professional Coders (**AAPC**).

•Passed ICD-10 Proficiency Test.

**OTHER CAPABILITIES**

• Meticulous with paperwork and proofreading
• Excellent communication skills
• Able to comprehend common coding procedures
• Typing Speed: 60 WPM
• Exceptional telephone etiquette.

**LANGUAGES**

• English- Expert (Read, Write & Speak)

• Hindi - Intermediate

• Malayalam- Mother Tongue.

**PERSONAL DETAILS**

Date of Birth   : 01.09.1989

Nationality    : Indian

Religion               : Islam

Marital Status  : Married

Sex   : Female

Visa Status   : Visiting

**REFERENCE**

Available on request.

**DECLARATION**

I   hereby   declare   that   all   the   details   mentioned   above   are   true   to   the   best   of   my   knowledge   and   belief.

Name:NEEMA

Place:INDIA