** Shiji -CPC**

 **Medical Coder**

 **E-mail**: **shiji.336911@2freemail.com**

**Synopsis**

 2 years of experience in Medical coding

 4 years of experience in nursing

**Personal Analysis**

Energetic, friendly, and comprehensive knowledge of medical terminology, insurance policies and extensive background of CPT and ICD coding techniques, direct patient care and nursing procedures, midwifery and healthcare administration policies. Recognized as responsible, hardworking and sincere professional with excellent communication, analytical, organizational, coordination, persuasion, problem solving, and decision-making skills. Proficient in operating various medical equipment with an up-to-date knowledge in medical industry trends and diagnostic procedures. Adept in managing time, prioritizing tasks and working under pressure with tact to deal with different people. Seeks a more challenging and responsible role within a growth-oriented organization to apply education, training and expertise.

**PERSONAL PROFILE:**

DATE OF BIRTH : 18-03-1983

GENDER : Female

MARITAL STATUS : Married

NATIONALITY : Indian/Kerala

VISA STATUS : Visit visa

LICENSE STATUS : CPC CERTIFIED (2014-August)

 :ICD-10 Proficiency (2015-December)

**QUALIFICATION SUMMARY:**

Understanding of anatomy and physiology, medical terminology, disease process, and nursing management.

Link proper diagnosis codes with appropriate CPT and ICD codes for billing purposes.

Knowledge of standers and rules of **CPT**, **ICD-9 and ICD-10**

Able to read and interpret documents, self –manage time with minimal supervision, and handle sensitive private information with confidentiality and diplomacy.

**Work Experience**

**2015 July to 2016 July.**

**HGS Bangalore**

*Executive* coder in E&M specialty for US health insurance

* Worked as medical coder for Zurich health insurance under U S health care.
* Went through E&M outpatient medical coding.
* Having good knowledge in CPT codes especially E&M, ED and consultation codes.
* Having good knowledge in E&M guidelines, elements and MDM levels

**2014 nov. to 2015 march**

**e4e Chennai**

HCC coder for US health insurance**.**

* **Worked as HCC coder for Aetna health insurance under U S health care.**
* **Went through all HCC (Hierarchical condition category) codes.**
* **Have good knowledge of ICD -9 codes,** guidelines and HCC guidelines of CMS.

 **2014 April to august**

 Aldose medical services Pvt Ltd , Kochi

Intensive training in advanced medical coding and billing

* Detailed study of anatomy and physiology.
* Detailed study of I CD-9 CM guidelines and codes.
* Detailed study of CPT guidelines and codes.

 **Sept 2006 – Feb 2009**

|  |  |
| --- | --- |
| **Charge Nurse**  |  |
| King Fahad Hospital Ministry of Health, Al Baha, KSA(in medical ward)**Apr 2005 – Jun 2006** |
| **Staff Nurse** |  |
| Carewell Hospital , Kerala, India (in medical & pediatric ward) |  |

 **EDUCATION AND CERTIFICATION:**

ICD-10 Proficiency text 2015(December)

|  |  |
| --- | --- |
| **Certified Professional Coder (CPC) and billing Specialist****Advanced Medical Coding and Billing**  | **2014(August)** |
| Aldose medical services Pvt Ltd , Kochi |  |
| **Registered Nurse and Midwife** | **2005** |
| Kerala Nurses & Midwives Council, Trivandrum, India |  |
| **Diploma in General Nursing & Midwifery** | **2005** |
| Carewell School of Nursing, Kasargod, India |  |
| **Pre-University Course (Plus 2)**  | **2001** |
| Government Higher Secondary School, Sreekandapuram, India |  |

 IT SKILLS:-MS office, typing , internet and Email

**PERSONAL DETAILS:**

DATE OF BIRTH : 18-03-1983

GENDER : Female

MARITAL STATUS : Married

NATIONALITY : Indian

**PASSPORT DETAILS:**

DATE OF ISSUE : 14-07-2010

DATE OF EXPIRY : 13-7-2020

PLACE OF ISSUE : KOZHIKODE

I do here by declare that the above information given by me is true and correct to the best of my knowledge.

Place: Dubai Shiji