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|  | **RAJALAKSHMI**  [**RAJALAKSHMI.337236@2freemail.com**](mailto:RAJALAKSHMI.337236@2freemail.com) |
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**CARRIER ADJECTIVE**

Looking for Medical Coder position with Core Solutions where I may be able to use my knowledge of diagnosis and procedure coding in order to orchestrate smooth flow of operations.

**PROFESSIONAL QUALIFICATION**

**M.Phil Microbiology (2010-2012**),DR.G.R. Damodaran College of Science

Bharathiyar University, Coimbatore

**M.Sc Microbiology (2008-2010),** Prince Shri Venkateshwara College of Arts & Science

Madras University, Chennai

**B.ScMicrobiology (2005-2008),** C.S.I.Ewart Women’s Christian College

Madras University, Chennai

**CERTIFICATION COURSE**

Certification : CPC – (Certified Professional Coder from AAPC)

Member ID :

Basic Medical Coding Training on utilizing and maneuverings through the ICD-9 –CM and ICD-10-CM,CPT & HCPCS coding books also on an extensive syllabus of medical terminology, Anatomy & Physiology (April 15th - May 19th 2014).

**ORGANIZATIONAL EXPERIENCE**

* **Sutherland Healthcare Global Solutions, Chennai, as Specialized Coder**.

Worked as a Specialized Coder having good experience in E&M Coding.

* **Worked in Agada Diabetes Health Care, T.Nagar as, Patient Care manager.**

Worked as Patient Care Manager having experience in insurance claims the process carried as like in Health India TPA.

* **Worked in Health India TPAService Pvt Ltd, Chennaias, Junior Executive**.

Worked as a Junior Executive, processed many insurance claims( Apollo Munich, Star Health Insurance, Maxbupa, Religare Insurance, SBI health Insurance, Bajaj Alianz, L & T health insurance, TATA AIG health Insurance, New India health Insurance, Future Generali health Insurance) and arranging appointment in hospital, collecting record from hospital, document verification and send it to the insurance office.

**DUTIES AND RESPONSIBILITIES:**

**Job responsibilities in coding field:**

* Assign ICD9/ICD-10 CM Diagnosis codes, CPT, HCPCS codes and other coding conventions.
* Coding of multi-specialty out patient charts on a daily basis.
* Ability to comprehend whether secondary diagnosis and/or procedures are code able.
* High level of productivity, reliability, responsibility, attendance, dependability, organization and accuracy/thoroughness.
* Ability to work independently and make decisions related to coding.
* Audits records to ensure proper submission of services prior to billing on pre-determined selected charges.
* Receives hospital information to properly bill provider services for hospital patients.
* Supplies correct ICD-9 and ICD-10CM diagnosis codes on all diagnoses provided.
* Supplies correct CPT code on all procedures and services performed.
* Update and train the provider with correct coding information.

**Job responsibilities in insurance field:**

* Managing Works in the department by planning organizing and directing the clinic insurance programs.
* Preparing and submitting documentation in support of property and liability claims involving the facility
* Reviewing and analyzing insurance reports
* Maintaining relation with insurance provider and provide customer service and liaison between the patient, physicians, nurses, medical coders and insurance company.
* Managing the front desk staffs and ensuring team development and complaint resolution ,setting key performance indicator for direct report and collaborating with other member of the team to carry out work smoothly.

**PUBLICATION**

* Antibiotic Susceptibility of Bacterial Pathogens Isolated from Diabetic Patients, Asian Journal of Microbiology, Biotechnology & Environmental Sciences Paper: Vol 14 (3):375 - 379.

**PROJECT PROFILE**

**M.Phil Dissertation Entitled**

“A Preliminary Study on the Synthesis of Plant mediated Silver Nanoparticles using Seed Extract of Nigella Sativa (Black Cumin) and Evaluation of Antimicrobial activity against Multi-drug Resistant isolates from diabetic patients”

**M.Sc Dissertation Entitled**

“Isolation and Biofilm Formation of Leptospiral Serovars”.

**B.Sc Dissertation Entitled**

“Hospital Waste Management”.

**PERSONAL DETAILS**

Date of Birth : 17.06.1987

Nationality : Indian

Marital Status : Married

Languages Known : Tamil and English.

Issue Date : 23/09/2016

Issue Place : Chennai

Visa Type : Residency visa

Visa expiry date : 15/11/2018

**DECLARATION**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Yours Sincerely

Date: