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**JOSHUA**

Email: [Joshua.354510@2freemail.com](mailto:Joshua.354510@2freemail.com)

**POSITION APPLIED FOR:**

* Medical Coder
* Health Claims Processor

**OBJECTIVE:**

To maximize my knowledge in management, nurture my technical and analytical skills, and improve my program development in order to become an asset of the company and a great help to reach their possible highest goal.

**DETAILED JOB DESCRIPTION**

* Check Health Claim forms, enters data into the system while interpreting, coding and understanding the medical terminology in relation to its diagnosis and procedures.
* Validates the information on all medical claims from patients and providers seeking for reimbursement/payment from their Insurance Company.
* Thoroughly reviews all claims to ensure that there is no missing or incomplete information.
* Make decisions whether the Claim is for Pay, Deny, or Pend will following the right adjudication of the claim.
* Back office/ Office works.

**SKILLS AND ATTRIBUTES**

* Knowledgeable in processing medical claims.
* Proficient in data entries and adjustments.
* Knowledgeable of CPT Codes, ICD-9, ICD 10, HCPCS and medical terminologies.
* Technical and analytical skills.
* Proficient in using Microsoft Office, Outlook and Internet Browsing.
* Exceptional interpersonal and organizational skills.
* Willing to be trained and to work overtime.
* Flexible, versatile, eager to learn and patient.
* Can work under pressure, open-minded, hardworking and reliable.

**CERTIFICATION:**

AAPC Certified- CPC (Member ID: 01512988)

**WORKING EXPERIENCE**

POSITION: Health Claims Processor- Project Chrysalis

Accenture Operations

Accenture Inc. - Philippines

20F Gateway 2 Building

Cubao, Quezon City Philippines

February 2015 – April 2016

Health Claims Processor- Project Soleus

Accenture Operations

Accenture Inc. - Philippines

3F 1880 Building, Eastwood,

Libis, Quezon City, Philippines

April 2014 – February 2015

**PERSONAL DATA**

Age: 24

Nationality: Filipino

Religion: Christian (Born Again)

Civil Status: Single

Height: 5’4”

Weight: 60 Kg.

Date of Birth: August 05, 1992

Place of Birth: Hail, Kingdom of Saudi Arabia

Mother: Florida

Occupation: Nurse

Father: Ruben

Occupation: Senior Pastor Of Maybuhay Assemblies of God.

**EDUCATION**

College: Bachelor of Science in Business Administration- Major in Management

National University- 551 M.F. Jhocson St. Sampaloc, Manila 1008

School Year: 2009- 2013

High school: Flora National High School

Poblacion East, Flora, Apayao

School Year: 2005- 2009

Elementary: Flora Central School

Poblacion West, Flora, Apayao

School Year: 1999- 2005