**SUMMARY PERSONAL DATA CERTIFICATION**

**SPECIAL KNOWLEDGE**

**SKILLS & CAPABILITIES**

**April**

**April.365757@2freemail.com**

**Dedicated certified medical coding professional with an experience in handling medical claims. Possesses keen attention to detail in abstracting information and assigning diagnosis and procedure codes. Highly motivated to work in a team-oriented and collaborative environment. Eager to serve the company and satisfy its coding needs.**

Birthdate: April 13, 1988

Age: 29

Marital Status: Single

Nationality: Filipino

Certified Professional Coder (CPC) - A AAPC Examination Result: 89%

AAPC Membership ID Number: 01511489

•ICD-10-CM

• CPT

• ICD-10-PCS

• HCPCS Level II

• Coding Guidelines

• Medical Terminology

• Anatomy

• HIPAA Compliance

• Medical Claims

• Possess skills with regards to assigning correct diagnosis and procedure codes

• Exceptional paperwork and proofreading skills

• Efficient time management and can work under pressure

• Knowledgeable in medical claims management

• Flexible and willing to undergo training

• Acquainted with computers and can use MS Office applications, Emails and the Internet

• Fluent in English (verbal and written)

• Can speak and understand basic Arabic

**EDUCATION**

**WORK EXPERIENCE**

**Course: Certified Professional Coder Training and Certification**

**Course**

School: Healthcare Coding and Billing Institute

Makati City, Philippines

Award/Recognition: Academic Awardee

Date: October 2016 - December 2016

**Course: Bachelor of Science in Nursing** School/University: West Visayas State University

Iloilo City, Philippines

Award/Recognition: Academic Awardee

Date: June 2005 - March 2009

1. Position: **Medical Coder Trainee**

Duration: January 20, 2017 - April 7, 2017

Company: MiraMed Philippines Group, LLC - Philippine Branch

Location: Pasig City, Philippines

2. Position: **Physician Review Service Coordinator**

Duration: September 8, 2013 - June 26, 2015

Company: Shearwater Health (formerly: HCCA Health Connections Inc.) Job Description: Review patients charts, including reports of case managers and make appropriate referral of cases to physicians.

Coordinate with case managers, insurance coordinators and physicians to facilitate faster turn around time for claims processing.

Review the reports of physicians and ensure that each report passes the quality assurance standard.

Comply with HIPAA protocols.

3. Position: **Staff Nurse**

Duration: January 17, 2011 - July 13, 2013

Company: Durrat Ghornata Medical Complex Location: Riyadh, Kingdom of Saudi Arabia Department: Emergency Room