**CURRICULUM VITAE**



**Chaitanya**

[**Chaitanya.368085@2freemail.com**](mailto:Chaitanya.368085@2freemail.com)

**OBJECTIVE**

Looking forward for an organization that offers a challenging job, stimulating learning environment & provide scope for individual career growth while achieving organizational goal, where I can maximize skills, quality assurance and training experience.

**SPECIAL SKILLS**

* Proficient with MS Office skills mainly MS Excel, Power point.
* Typing speed 50 wpm.
* Proven track record in completing projects and delivering results in time and on target. Expert in data analysis and integrate multiple data sources.
* Excellent verbal and written communication skills.
* Proficient with detail oriented, problem solving and analytical abilities, reasoning skills, and possess work under pressure in multiple time zones.

**PROFESSIONAL EXPERIENCE**

**Senior Process Executive**: **Cognizant Technology Solutions (Jul 17 2012 - August 23 2016)**

* Coding the medical charts as per ICD-9 & 10 CM, CPT and HCPCS.
* Review physician notes and obtain necessary clarifications where necessary.
* Proficient in assigning appropriate medical codes to diagnosis and services.
* Perform charge review, claim submission, claim follow-up, payment posting and maintaining confidentiality of the patient statements.
* Auditing the completed charts in order to avoid errors.
* Auditing the charts, giving assistance and training to the new joiners.
* Assign appropriate medical codes to all diagnosis and services to the medical charts.
* Prepare appropriate claim documents. Follow up with insurance companies and ensure that all claims come to fruition.
* Oversee daily Billing Department functions, including medical coding, charge entry, claims, payment posting, and reimbursement management.

**Medical Coder & Biller: Al Jalila Childrens Speciality Hospital (December 12, 2016 to present)**

* Examine patients’ encounter notes in **CERNER SOFTWARE** to verify diagnosis codes, and reconcile codes against services rendered.
* Coding Outpatient, Emergency department and Inpatient charts as per ICD-10 coding guidelines without modifiers.
* Document patient data and medical records, and perform routine medical record audits to comply with insurance company requirements. Uphold and reinforce compliance with hospital policies and federal regulations such as HIPAA.
* Accurately input procedure and diagnosis codes into billing software to generate invoices.
* Using electronic charge entry practices, the medical billing accounts are submitted and invoices are produced on time.
* Entering procedure and diagnosis codes, and requisite patient information into billing by **CERNER** software to streamline invoicing and account management; verifiing diagnosis and coding narrative diagnosis.
* Follow up on past due invoices and delinquent accounts to reduce number of unpaid and outstanding balances.
* Responding to staff and client inquiries regarding CPT and diagnosis codes.

**ACADEMIC QUALIFICATIONS**

* Bachelor of Pharmacy - Sahasra Institute Of Pharmaceutical Sciences – 70% marks.
* Diploma in Pharmacy – Care College Of Pharmacy – 85% marks.
* Intermediate(10+2) – Sri Chaitanya Jr College – 72% marks.
* SSC – Learners Land High School – 80% marks.

**CERTIFICATIONS**

* CPC certified by American Academy of Professional Coders (AAPC).
* ICD 10 proficiency assessment certification by AAPC.

**LANGUAGES KNOWN**

* English – Fluent Telugu
* Hindi Urdhu

**PERSONAL DETAILS**

* Name : Chaitanya \
* Gender : Male
* D.O.B : 09-04-1989
* Marital status : Single
* Nationality : Indian

**OTHER INTERESTS**

Watching action and sci-fi movies, reading books, interested in visiting new places, playing sudoko.

**DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

\