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| **PERSONAL INFORMATION** |

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**Full Name** **:** Debi

**Date of Birth** **:** February 12, 1988

**Marital Status**  **:** Single

**Nationality** **:** Filipino

**E-Mail Address**  **:** debi.368737@2freemail.com

**Degree :** Bachelor of Science in Nursing (BSN)

**Position Required :** Medical Coder

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| **PROFILE** |

* **A Certified Professional Coder with over four years of medical coding experience in the UAE.**
* **Working knowledge of medical terminology, pharmacology, anatomy and physiology.**
* **ICD-10 CM Proficient.**
* **Experienced in Out-Patient and Emergency Coding utilizing ICD-9, CPT, Dental and HCPCS codes.**
* **Utilizing specialized medical classification software to assign procedure and diagnosis codes for insurance billing like 3M Encoder and Encoder Pro.**
* **Skilled in reviewing claims data to ensure that assigned codes meet required legal and insurance rules and that required authorizations are in place prior to submission.**
* **Proficient in maintaining medical records, reviewing them for completeness and accuracy in compliance with federal regulations.**
* **Instrumental in managing the productivity standards.**
* **Experienced in retrieving medical records for doctors and technicians, and resolving coding errors by following up with physicians or other health care providers.**
* **Experience in Pharmacy Billing Management.**
* **Knowledgeable and experienced in Denial Management Process (Resubmission and Rejection Analysis).**
* **An active member of the AAPC's UAE Chapter, wherein continuous education and training are given to AAPC members.**
* **A team-player who is known for her ability to develop and maintain professional relationships with coworkers and seniors.**

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| **EDUCATIONAL BACKGROUND** |

**Bachelor Degree : Lorma Colleges**

 **2006 – 2010 Bachelor of Science in Nursing**

San Fernando City, La Union, Philippines

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| **SUMMARY AND DETAILS OF CAREER PROGRESSION** |

**Company Name** **: Accumed Practice Management Feb 09, 2016 – Present**

**Address : Dubai, UAE – (Abu Dhabi Police Clinics)**

**Designation : Assigned as Senior Associate Medical Coder.**

* Utilizing the coding Evaluation and Management (E/M) codes for outpatient coding with the accountability of coding outpatient claims using ICD 9 CM CPT and Dental (USCLS) codes adhering to the coding guidelines (HAAD).
* Assigning and sequencing appropriate diagnostic/procedure billing codes in compliance with coding guidelines and HAAD standards.
* Initiating efforts in improving the overall quality and completeness of clinical documentation.
* Guiding and training new hires on procedures, standards and resources quickly bringing them up to speed.
* Allocating daily claims for coding ensuring daily productivity is reached.
* Auditing and checking Pre-submission reports to ensure proper coding was done before claims submission.
* Generating XML files from ADPC system for invoicing.
* Provides support in data entry processing.
* Processing PBM (Pharmacy Billing Management) and E-request (Authorizations).
* Participating in Denial Management (Processing Resubmission claims).

**Company Name : Al Noor Hospitals Aug 08, 2011 – Jan 05, 2016**

**Address : Abu Dhabi, UAE**

**Designation** : **Medical Coder**

* Assigning all correct and complete codes on medical reports, entering data on computer and deliver all work on a timely and accurate manner.
* Accurately search and enter codes for medical diagnoses and procedures, using coding from the International Classification of Diseases, 9th Edition (ICD-9) and Current Procedural Terminology, 4th Edition (CPT) as well as other codes sets required by HAAD.
* Liaises with other concerned departments regarding changes or updates on both ICD-9 and CPT coding which are updated annually.
* Generate and abstract reports for statistical reporting, billing and other requirements as requested by HOD.
* Ensures that codes and data entered and reports generated are done accurately and efficiently.
* Perform general clerical functions such as answering the phone, taking and relating messages, keeping simple files and maintaining a neat and orderly work environment.
* Liaise with Finance and Accounts and Health Insurance Departments to efficiently enter the required codes, in cases where no codes were entered for a medical diagnosis or procedure performed in the hospital.
* Maintain strict code of confidentiality regarding information received.
* Participate in the Hospital Quality Assurance Program. Adhere to policies and procedures for infection control and facility safety in accordance to hospital guidelines.
* Perform other tasks and duties as requested by HOD.

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| **PROFESSIONAL ELIGIBILITY** |

**Philippine Nursing Licensure** Manila, Philippines Dec 2010

**Examination -** *Licensed*

**PRC License No. 0664020**

**Association of American Professional Coder, USA**  July 2012

**Certified Professional Coder**

**ID #** 01239017

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| **SEMINARS ATTENDED** |

*Certificate of Completion of the PROFESSIONAL Coding Curriculum (June 2012)*

By the AAPC – UAE

Instructor, Educator and Proctor: Ms. Daisy Webster (CPC-I, CCS-P, CPC, CPC-H CPAR)

*Certificate of Attendance of the Clinical Coding Workshop: Evaluation and Management Coding (November 22, 2012)*

By Health Authority of Abu Dhabi (HAAD)

Instructor, Educator and Proctor: Ms. Michelea Peech, (CCS, CCS-P)

*Local Chapter Certificate of Attendance: AAPC’s Special Local Chapter Event; ICD 10: Complex Coding and Documentation Issues*

Speaker: Rhonda Buckholtz, Vice President ICD10 AAPC

*Local Chapter Certificate of Attendance: Denial Management*

Speaker: Mr. Sunil Raj, CPC, CIMC, Vice President

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| **CHARACTER REFERENCES** |

Can be furnished upon request.

**I hereby certify that the above statements are true and correct to the best of my knowledge.**