**­­­­­CURRICULAM VITAE**

**Mrs. Deepa– Medical Insurance Claim Processor, BSc. Nurse**

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**Objective**

To build career in the field where challenges are the part of and to attain career through progressive training and experience leading to technical management administrative services or position.

**Professional Summary**

**Certified Professional Coder Review Course (May 19 – June 23, 2017)**

**Insurance Clerk: 9 months of experience**

* Insurance and Billing

**Nurse: 2 years and 8 months of experience**

* Surgical ward
* Surgical ICU

**Professional Experience**

**Advanced Care Medical Centre, Dubai, UAE**

Duration – 9 months (September 2015 to June 2016)

Work Place – Insurance and Billing Department

Position – Insurance Clerk

***Duties and Responsibilities***

* Registering the patient and verifying their insurance coverage
* Collecting the information required to create a claim
* Working directly with the insurance company, healthcare provider, and patient to get a claim processed and paid
* Reviewing and appealing unpaid and denied claims
* Handling collections on unpaid account
* Answering patients’ billing questions

**SRM Medical College and Research Centre Hospital, Chennai, India**

Duration – 2 years and 8 months (November 2010 to July 2013)

Work Place – Surgical ward and surgical ICU

Position – Nurse

The hospital is 1090 bedded super speciality hospital and is well equipped with general surgery, obstetrics and gynaecology, orthopaedics, ENT, OMFS, surgery, dental, cardiology, ophthalmology, neurosurgery, urology, plastic surgery and paediatric surgery

***Cases Handled***

* Cardiac Pulmonary Resuscitation
* Endo tracheal intubation
* IV cannulation
* Managing all kind of trauma and emergency cases
* Managing all post op surgical cases

***Duties and Responsibilities***

* Patient's assessment and history collection, patients education, physical examination, bath and personal care, bed making and care of unit, providing comfort devices.
* Emergency management, vital signs and BP monitoring, CVP monitoring, ECG monitoring.
* Collection and reporting of specimen for investigation (Blood , Urine, Sputum, Faeces)
* Assisting with diagnostic procedures (abdominal paracentesis, lumbar puncture, thoracentesis, x-rays central line insertion , ABG analysis etc)
* Giving enemas, bowel wash etc., assisting in tracheotomy, hot and cold application, Nasogastric feeding, assisting with diagnostic procedures (Abdominal peracentesis etc.)
* Serving food, feeding helpless patients, feeding children etc. giving medication and treatment as per order
* Admission / transfer in, Discharge / Transfer out procedures, care of dying, dead and last office.

**Work Proficiency (Equipment Handled)**

* Defibrillator
* Cardiac monitor
* Pulse ox meter
* Electro cardiogram
* Syringe pump
* Nebulizer
* Infusion pump
* Ambu bag
* Vaccum suction apparatus
* Glucometer
* BP apparatus NIBP and CVP

**Training Courses**

* **Certified Professional Coder Review Course** (May 19 – June 23, 2017)**:** CPC Certification by AAPC (American Academy of Professional Coder, US).

Course content includes:

* + Medicine, medical terminology & anatomy
  + ICD-10-CM, CPT, HCPCS level 2
  + CPC Series: 10,000 to 60,000
  + Evaluation & Management
  + Anaesthesia, Radiology, Laboratory/Pathology
  + Compliance & regulatory
  + Introduction to UAE & US Coding guidelines
* **'Basic cardiac life support provider'** affiliation on American heart association in SRM Medical College Hospital and Research Center on September 13, 2011.
* **Infection control prevention** at SRM Medical College Hospital and Research Center.
* **'Meiosis- the safe injection workshop'** conducted in SRM Medical College Hospital & Research Centre, Potheri.

**General**

* Computer literacy – Basic skills in programs and applications used at hospitals.
* Participated in MRCP exams as surrogate conducted in SRM Medical College hospital and research centre.

**Professional Qualification**

**BSc Nursing : Padmashree College of Nursing**

(2005-2010, 65% marks)Rajiv Gandhi University of Health Sciences

Bangalore, Karnataka, India.

**Academic Qualification**

**Higher Secondary : ST.ANNES GHSS**

(2003-2005, 62% marks) Kerala University

**Declaration**

I hereby declare that the above information are true and correct to the best of my knowledge.