Sumi

Sharjah,United Arab Emirates

Email: sumi.374044@2freemail.com

CPC-A MEMBERSHIP - 01504381

CAREER OBJECTIVE

Want to work as Medical Coding/Billing professional in a challenging and intriguing working atmosphere with the utilization of adept coding expertise and proficiencies

POSITION TITLE

 Specialist in Coding and Billing

Summary: Initial Coding and Billing generalist, interpret official medical records into

codes which can be submitted to insurance companies for payment.

JOB DESCRIPTION

 Working as a specialist in Medical Billing/Coding generalist past a year.

 Possesses knowledge of utmost quality related to medical coding methods and

guidelines including DRGs, ICD-10, HCPCS and CPT.

 General knowledge of medical and insurance industry terminology.

 Record and process patient data to include all the demographics and

insurance information.

 Determine diagnosis codes, service level and modifiers based on chart review.

 Informative in different areas like pharmacology, anatomy and physiology.

 Search approved systems for additional patient demographics and insurance information

 to reinforce crew captured data.

 Review patient and representative signatures for completeness and compliance

 with company signature policy.

 Review trailing documents such as the hospital face sheet, EKG strips, PCS form etc for

 appropriate inclusion in the patient care report as well as completeness and accuracy.

 Provided timely feedback to crews regarding the adequacy or inadequacy surrounding the

documentation of ambulance service.

PROFESSIONAL QUALIFICATIONS

Medical Coder (CPC- Certificated Professional Coder) under AAPC

 B.E in Biotechnology, Visvesvaraya Technological University, Karnataka, India.

 Diploma in Bioinformatics.

EDUCATIONAL QUALIFICATIONS

 Higher Secondary Education from Kerala State Board, India.

 SSLC Education from Kerala State Board, India.

PROFFESSIONAL EXPERIENCE

 Omega Health Care, Bangalore, India.

One year and two months (30/11/ 2015 **–** 03/02/2017).

SOFT SKILLS

 Good client interaction skills

 Pleasant communication

 Self Confidence

 Good problem solving skills

 Creative thinking

TECHNICAL SKILLS

 Operating systems **–** DOS, WINDOWS all versions

 Package Tools **–** MS office , Basics of computer Hardware & Software

PERSONAL DETAILS

Sex : Female

Marital Status : Married

Passport & Nationality : K7024700, Indian

Born : May/05/ 1988

Visa : Spouse Visa

Languages known : English, Hindi, Malayalam, Tamil and Kannada

DECLARATION

I hereby declare that the above information furnished is true to the best of my knowledge and beliefs

Sumi

Sharjah - UAE