

**Jayashree**

**Jayashree.374599@2freemail.com**

**Professional Summary**

Hard Working and fully certified Medical coding Specialist has a full understand of ICD-9-CM, ICD-10-CM, ICD-10-PCS and CPT and DRG coding, Excellent Data entry skills allows for accurate coding of medical Information and 6+ years of experience. A Health Claims Specialist Certified by the **AAPCand AHIMA** seeking a position in which my skills and talents can contribute to a company in the health care industry.

**Skill Highlights**

* Knowledge in Medical Coding – ICD-10-CM, ICD-9-CM, CPT ,HCPCS and ICD-10-PCS Coding Guidelines
* IR-DRG Classification
* Utilized various coding books, procedure manuals and on-line Encoder pro, Medical code expert , 3M as a resource
* Medical Terminology Strong work ethic and HIPPA
* Knowledge of anatomy/physiology, Medical abbreviation and terminology
* Excellent interpersonal and communication skills
* Protected patients’ healthiness information for privacy
* Handled all kinds of insurance claims
* Very efficient in using MS Office Software, including MS WORD, EXCEL, POWER POINT, Query Processes and Able to type 55+ wpm

**Work Experience**

1. **GMC Hospital –Thumbay Hospital - AJMAN**

(Medical coder from Sep 16, 2015 to Present**)**

**Inpatient Coder (DRG coding)**

• Review patients’ documentation to determine diagnosis, co-morbidities and complications
• Use technical coding principles and reimbursement expertise to assign proper diagnosis and procedures
• Verify that each code assigned is accurate and correlates to the condition and diagnosis Provide in the source document

• Identify non-payment conditions and report them through specified procedures
• Serve as a resource for coding related queries after verifying authenticity of inquirer
• Ascertain that quality and integrity of coding including accurate determination of principle diagnosis and secondary diagnosis is accurate
• Provide support in maintaining acceptable accounts receivables

**Achievements:**

Successfully coded 25 to 30 inpatient records and 160 OP within a record time

Maintained patient data integrity during a complex system conversion process
Commended on keeping patient data confidential and safe even during a near-lethal cyberattack on the patient information system

Successfully obtained CPT code for prior authorizations for all assigned patients

Educated to the doctor for proper documents for accurate coding

**Outpatient Coder**

• Verified outpatient information regarding diagnosis and treatment
• Punched information into the coding system using prescribed outpatient codes
• Ascertained the accuracy of codes according to specific procedures performed
• Responded to queries for information regarding medical procedures performed on particular patients

Query the physician if any discrepancy of documents
• Recorded information regarding reason for short patient visit, type of illness and breakdown of the treatment provided.

 **Claim verification & Submission Process:**

* Verified health insurance policies for all major Insurance like Daman, Nas, Neuron ect.
* Check for the medical necessity for each billed service and drugs by validating the CEED.
* Verification of approved code for drugs and some services as per insurance policies and attaching the pre-authorization letter to submit the claims.
* Examined pertinent information to determine the accuracy of client requests and related paperwork
* Maintained and revised procedural lists, control records and coded schemes to process source data
* Followed up with decisions from providers if any changes with service code or procedure

**Prior Authorization**

* Receive the pre-approval form and verify requests for prior authorizations and ensure that they are administered properly.
* Consult with presiding doctors or nurse managers to obtain clearance for the medical necessity of treatment.
* Look through insurance plans in a detailed manner and process required referrals.
* Given proper CPT code for Prior Authorization.
* Sort medical records and submit them to the carrier in a bid to expedite the authorization process.
* Verify patients’ benefits and ensure that proper prior authorization and re-authorization is obtained for additional treatment.

**Medical Record Department**:

* Responsible for handling Medical records in confidential manner
* Preparing monthly reports and submitting to the HIM officer
* Scanning of the medical record and export to the online
* Co-ordinate the HIM activities
* Coordinate with the clinicians and ensure complete source department
* Coordinate with OPD clinic for managing the patient file movement
* Check current chart for the competence and accuracy
* Submitting monthly or yearly Quality indicator for Diagnosis and Procedure
1. **Ahalia Hospital - Hamdan, Abudhabi**

(Medical coder from Feb 15, 2015 to June 10, 2015)

* Performed Outpatient coding
* Coding of patient’s chart using ICD-9 Code, CPT
* Tracking down of requested medical records.
* Utilized various coding and on-line 3M
* Conducted peer reviews to ensure compliance with coding guidelines.
Maintained strict patient and physician confidentiality.

# e4e Business Solutions India Pvt Ltd

 **(**100 Feet Rd, Kovilambakkam, Tamil Nadu, Chennai, India

 Medical coder from July 25, 2013 to November 12, 2013)

* Review patient’s e-medical records
* Performed Emergency room service coding (Facility coding)
* Maintained strict patient and physician confidentiality with 98% of quality.
* Utilized various coding books, procedure manuals and on-line Encoder pro as a resource

# Episource India Private Limited

Nandanam, Chennai, Tamil Nadu 600028

**(Executive coder** from November 18, 2013 to Dec 12, 2014)

* Performed HCC coding (Hierarchical Condition Categories)
* Coding of patient’s chart using ICD-9 Code.
* Tracking down of requested medical records.
* Utilized various coding ICD books and on-line , Medicalcode expert as a resource
* Maintained strict patient and physician confidentiality.
* **Coding Auditor till Dec 12, 2014**
* Audited all types of records for quality of coding in coordination with the Clinical Documentation Specialists.

**Accomplishments**

* + Trained Beginners in Medical coding
	+ Trained around 80 coder for Molina project.
	+ Trained coders for CPC exams.
	+ Trained experienced coder and auditors from other team to my team
	+ Contacted monthly Auditor meeting with coders to maintain good quality and quantity
	+ Contacted meetings for refresher class
	+ Clarified doubts to my team members( Team members around 50 to 80)
	+ Collecting new provider formats and taking class.
	+ Sharing my Knowledge through mails in daily basis

# A**juba Solutions India Private Limited**

Chennai, Tamil Nadu, India

**(Medical coderOfficer**from May 11, 2011 to July 23, 2013)

* Code medical records with ICD-9, CPT-4 coding, processing 60 to 90 claims daily while maintaining 98% accuracy and achieving productivity goals.
* Utilize Epic software and input information into computerized patient record system.
* Duties also include handling wide variety of medical claims including physical therapies, ENT, primary care and psychiatry visits, dental, eye/vision, surgeries, diagnostic testing, ER, and E&M.
* Department CodingSpecializations Listed: Coded Outpatient, Consultancy, Emergency room (trauma registry), Surgery and diagnostic ancillary services.
* Utilized various coding books, procedure manuals and on-line 3M as a resource.

**Accomplishments**

Quality coder,

Hard work and punctuality

Trained Beginners in Medical coding

Trained coder for CPC exam

Contacting Mock test and clarify doubts

**Certification**

* Certified Professional Coder from AAPC
* ICD-10-CM Certification from AAPC
* Waiting for CCS result from AHIMA
* DRG overview Local chapter from AAPC
* Going to appear for CPMA exam from AAPC

**Education Qualifications**

* **M.Sc., Biotechnology**. (Bharathidasan University).2008-2010.
* B.Sc., Biotechnology -Indira Gandhi College of arts and science (Pondicherry University) 2005 – 2008
* PG Diploma in Bioinformatics.(Bharathidasan University) Trichy. (2008-2010)
* Diploma in Computer Application (May, 2005).
* Medical Coding Training (FIIT) 2 months

# Personal Details

***Date of Birth* : 29.10.1987**

 ***Nationality* : Indian**

 ***Married status* : Married**

# *Languages known* : Tamil, English

# Declaration

 I hereby declare that all the information given above is true to the best of my knowledge.