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**Gretta**

[**Gretta.375370@2freemail.com**](mailto:Gretta.375370@2freemail.com)

**OBJECTIVE** Motivated, hard-working individual with more than four years of experience in medical coding looking for a Medical Coding Specialist position.

**QUALIFICATIONS** Deep knowledge of medical terminology, anatomy and physiology,

medical coding guidelines and coding techniques  and various

medical specialties required in area of responsibility

Excellent communication, organizational and analytical skills   
Hardworking, reliable, and responsible

Adapt easily to change of environment and work schedule  
Proficient with Microsoft Office applications and Electronic Medical

Records Systems

**CERTIFICATIONS** Certified Professional Coder (CPC)

American Academy of Professional Coders (AAPC)

August 2016

Certified Coding Associate (CCA)

American Health Information Management Association (AHIMA)

November 2013

Nurse Licensure Examination

[Professional Regulation Commission](http://www.prc.gov.ph/) (PRC)

November 2009

**Professional** Medical Coder [September 28, 2015 - November 08, 2017]

**Experiences** ARMCO Healthcare Services Inc

One Corporate Center, J.Vargas Cor. Meralco Ave, Ortigas Center, Pasig

City, Philippines

* Demonstrates knowledge and ability to assign ICD-9 CM, ICD 10 CM, CPT codes to the highest specificity ensuring that diagnostic codes and documentation accurately reflect and support the visit encounter.
* Follows official coding guidelines, including the Coding Clinic, CPT assistant
* Performs outpatient, diagnostic, ancillary, emergency department, observation, and trauma registry services.
* Sustains the accuracy of data inserted in the company’s software and ensures that the productivity objectives determined by the company are met all times during the performance of the assigned duties.
* Sustains effective communication with the superior coders with a view to get acquainted with the modern coding updates and forthcoming guiding principles
* Abides by the Standards of Ethical Coding as set forth by AHIMA and AAPC
* Communicates with physicians to obtain or clarify diagnosis and or procedures via the query process
* Maintains minimum accuracy rate of 95%.

Medical Coder [August 12, 2013 - September 27, 2015]

MiraMed Philippines

One Corporate Center, J.Vargas Cor. Meralco Ave, Ortigas Center, Pasig

City, Philippines

* Possesses knowledge of utmost quality related to medical coding methods and guidelines including ICD 9 CM, ICD 10 CM, HCPCS and CPT 4.
* Proficient skills in the execution of facility and physician coding including Emergency, Observation, Trauma Management.
* Reviews and screens the entire record of the patient’s medical conditions and treatments and translate it into a series of code numbers in timely and accurate manner for optimum reimbursement.
* Processes medical records up to 100-150 claims daily while maintaining 95% accuracy and achieving productivity goals.
* Performs peer review/audits and provides feedback to prevent repeated coding errors.
* Maintains strict confidentiality of patient’s health record.
* Communicates feedbacks to colleagues on coding issues and changes to keep up with current coding instructions.

Staff Nurse [February 14, 2011 – February 13, 2012]

“Registered Nurses for Health Enhancement and Local Service”

Department of Health, Department of Social Welfare and Development

Tuguegarao City, Cagayan Valley, Philippines

* Participates in the implementation of various programs and activities related to Maternal, Neonatal and Child Health and Nutrition (Pre and Post Natal Care, Family Planning, Expanded Program for Immunization and Nutrition)
* Assesses patient status and notify physicians of clinical changes
* Identifies patient’s need and determines priority of patient care
* Renders nursing care activities during patient’s hospital stay
* Performs basic nursing skills such as intravenous insertion, urinary catheter insertion and nasogastric tube feedings
* Ensures the correct administration of medications, including injections and monitoring the results of treatment
* Ensures that charts of all the patients are accurate and up to date and maintains confidentiality on patients records
* Conducts health education to patients and family members

Staff Nurse [July 7, 2010- January 12, 2011]

Cagayan Valley Medical Center

Carig Sur, Tuguegarao City, Cagayan Valley, Philippines

Area of Exposures:

* Medical, Surgery/Orthopedics, Pediatrics, Psychiatry, Obstetrics and Gynecology Wards and Out-Patient Department
* Assess patient’s health problems and needs, develop and implement nursing care plans
* Monitors all aspects of patient care, including diet and physical activity
* Administers medications per physicians order
* Maintains accurate, detailed, updated reports and records
* Prepares patients for and assist with examinations and treatments
* Makes use of triage method in rendering patients care
* Provides health teaching to patient, family and significant others

**Seminars** ICD – 10 CM Training

**AND TRAININGS** MiraMed Philippines

**ATTENDED** One Corporate Centre, Ortigas Center, Pasig City 1605

**EDUCATION**

Tertiary Bachelor of Science in Nursing

Our Lady of Fatima University

Hilltop Subdivision, Lagro, Novaliches, Quezon City, Philippines

2005 - 2009

Secondary University of St. Louis

Tuguegarao City, Cagayan Valley, Philippines

2001 - 2005

**PERSONAL DATA** Age: 28 years old

Sex: Female

Date of Birth: March 19, 1989

Place of Birth: Cagayan Valley, Philippines

Civil Status: Single

Citizenship: Filipino

Religion: Roman Catholic

Language/ Dialect Spoken: English, Tagalog