Cindiya

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**OBJECTIVE:**

Skilled Certified Professional Coder looking for a position as a Medical Coder utilizing expertise in CPT and ICD 10 coding, profound knowledge of medical terminology to add to the professional image of your organization**.**

**KEY SKILLS:**

* Possesses knowledge of utmost quality related to medical coding methods and guidelines, including ICD-10, HCPCS, and CPT
* Strong knowledge of Anatomy & Physiology, Advanced Medical Terminology, Psychology, Treatment modalities, Diagnostic test, Medications
* Very efficient in Microsoft Office Software, including Word, Excel, and Powerpoint
* Comfortable with medical coding software
* Utilize tools available in 3M to ensure accurate coding
* Strong time management skills
* Effective communication and interpersonal skills while interacting with client
* Critical thinker with ability to perform root cause analysis, prepare and implement action plans and lead improvement initiative

**ACCOMPLISHMENTS:**

Attained Employee of the First Quarter Award for performing efficient coding duties in CTS.

**PROFESSIONAL EXPERIENCE:**

Senior Medical coder April 2017- Dec 2017

MiramedAjuba Chennai

Medical coder and Quality Analyst Feb 2014 – April 2017

CTS Chennai

Medical coder May 2012 – Jan 2014

AGS Health Chennai

Medical Records Coder:

* Expertise in appropriate selection of principal diagnosis, qualifying secondary diagnosis, Impacting procedures, accurate E/M
* Analyze patient records for completeness and accuracy
* Contact physicians for clarification and additional documentation prior to code assignment to obtain greatest possible diagnostic specificity
* Maintaining consistent productivity and quality

**CERTIFICATION:**

Certified professional Coder (CPC)

**JOB RESPONSIBILITIES:**

* Keeping knowledge about various medical coding processes that include E&M, ER.
* Sustaining effective communication with the superior coders with a view to get acquainted with the modern coding updates and forthcoming guiding principles
* Observing the quality parameters regularly and ensuring that the quality of coding work is maintained at a higher rate
* Maintaining information about the important terminologies pertinent to medical, physiology, and anatomy subjects
* Sustaining the accuracy of data inserted in the company software and completing around 130 claims every day. Besides, ensuring that the productivity objectives determined by the company are met all times during the performance of the assigned duties
* A team-player who is known for her ability to develop and maintain professional relationships with coworkers and seniors and ensure high level of accuracy.
* Ensuring high level of patient data confidentiality

**ACADEMICS:**

Bachelor's Degree in Bio-Techhnology

Anna University, Trichy

April 2011

HSC

St.Isabel’s Higher Secondary School, Pattukkottai.

March 2007

SSLC

Gandhi Matriculation Higher Secondary School, Madukkur.

March 2005

**PERSONAL DETAILS:**

Name : CINDIYA

Date of Birth : 11.05.1990

Languages Known : English, Tamil, Telugu

Marital Status : Married

Nationality : Indian

Issue date : 08/03/2017

Expiry date : 07/03/2027

**COMPUTER SKILLS:**

• Proficient in MS Word, Excel and Outlook

• Portal Practices navigation (Cerner, MediTech, 3M)

**DECLARATION:**

I hereby declare that all the above details furnished by me are true to the best of my knowledge.

Place and Date: (CINDIYA)