Aimee, RN,

CPC, CCS

Present Address: **Abu Dhabi**

Contact No.  **+971504753686 / +919979971283**

Email Address: [aimee.376333@2freemail.com](mailto:aimee.376333@2freemail.com)

# Objective

Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization provide opportunities for my career growth.

# Skills

* Certified Professional Coder – Outpatient coding with over 2 years experience
* Possesses knowledge of utmost quality related to medical coding methods and guidelines, including, ICD-9, ICD 10, HCPCS, CPT and knowledge of PCS coding.
* Updated in ICD 10 coding 2018 guidelines
* Thorough knowledge of Anatomy, Physiology and medical terminologies disease processes and treatment modalities to ensure proper code selection
* Standard clerical office procedures and equipment including windows-based software use
* Ability to work under pressure without affecting performance
* Attentive to details
* Adaptable to any kind of environment
* Ability to work on team
* Ability to work in shifting time

# WORK EXPERIENCE

**Medical Coder – Specialty: Radiology, Physical and Occupational Therapy**

CLARUS RCM INFOTECH INDIA PVT. LTD

April 10, 2017 – December 25, 2017

Wynsum Corporate Building Ortigas Center,

Pasig City,Philippines

* Reviews medical record documentation, extract data and analyzes medical information from patient electronic records to assign and sequence appropriate diagnostic and procedural codes for accuracy and maximum reimbursement using ICD-10 and CPT coding classification system
* Communicated with providers for missing documentation or questions regarding documentation
* Follow hospital coding guidelines and regulatory rules in governing And corresponding coding decisions
* Review, analyze, and approve codes for diagnostic and procedural information that determines Medicare, Medicaid and other commercial insurance payments
* Specialized in coding Radiology Imaging services, Pre and post Natal visit, Labor observation and Physical, Occupational and Speech therapy visit.
* Using Epic and 3M 360 encoder for final submission.
* Assigned external cause codes injury for ER encounter
* Knowledge in E/M levelling.
* Using Modifier and HCPCs and adding charges when needed.
* Meet quality and productivity standards and deadlines/turnaround times established by Company policies
* Maintain strict patient and physician confidentiality
* Successfully trained new hires / coders on systems, procedures, standards, resources and compliance with coding and guidelines

**Medical Coder – Ancillary Coder**

MIRAMED PHILIPPINES GROUP, LLC – Philippine Branch

February 29, 2016 – April 7, 2017

One Corporate Center Ortigas Center,

Pasig City,Philippines

* Reviews medical record documentation, extract data and analyzes medical information from patient electronic records to assign and sequence appropriate diagnostic and procedural codes for accuracy and maximum reimbursement using ICD-10 and CPT coding classification system
* Communicated with providers for missing documentation or questions regarding documentation and offers guidance and education when needed.
* Follow hospital coding guidelines and regulatory rules in governing And corresponding coding decisions
* Experienced coding in Radiology Diagnostic Imaging Center, Physical Therapy and Occupational Therapy Visit, Screening visit, Preprocedural encounters, Wound Care, Pain Management and laboratory exam visit.
* Experienced in using multifacility software like EPIC, MEDITECH, and POWERCHART.
* Extensive use of 3M-HIS encoder
* Maintained a 100% accuracy rate
* Maintained consistent daily production of greater than 176 reviews per day
* Maintain strict patient and physician confidentiality
* Successfully trained new hires / coders on systems, procedures, standards, resources and compliance with coding and guidelines

**General Clerk III - Casualty Department – Underwriter**

Prudential Guarantee and Assurance, Inc.

June 01, 2011 – Sept. 15, 2015

Legaspi Village, Makati City, Philippines

* Knowledgeable on Different Product of Casualty Insurance like Comprehensive General Liability, Professional Liability Insurance, Money, Securities and Payroll Robbery (MSPR) Insurance, Fidelity Guarantee Insurance and Property Floater Insurance.
* Prepares and processes new policies and updates old ones.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Operate office machines, such as photocopiers and scanners, and personal computers.

# clinical experience

* Post-Graduate Training Program

Quezon City General Hospital and Medical Center

February 2010 – August 2010

* Post-Graduate Course

Clinical Nurse Training

IANAHP, National Kidney and Transplant Institute

August 2010 – December 2010

# seminars and trainings

* 8th Basic Non-Life In-House Insurance Seminar

Prudential and Guarantee Assurance, Inc.

Legaspi Village, Makati City

September 10, 2012 – October 31, 2012

* 213th Basic Non-Life Insurance Course

Insurance Institute for Asia and the Pacific, Inc.

Makati City, Philippines

April 02, 2015 – April 30, 2015

# Education

**TERTIARY:**

Bachelor of Science in Nursing

Our Lady of Fatima University

Quezon City, Philippines

A.Y. 2003 - 2007

# LiCENSURE and examination

* Registered Nurse / License No. 0455760

Issuer: Professional Regulation Commission

Date of Issue : November 16, 2007

Valid Until : January 31, 2019

* CPC – Certified Professional Coder

Issued by: American Academy of Professional Coders

Date of Issue : November 2015

Valid Until : March 31, 2018

* CCS – Certified Coding Specialist

Issued by: American Health Information Management Association

Date of Issue : November 2017

Valid Until : February 26, 2020

# personal information

Age : 30

Sex : Female

Date of Birth : January 31, 1987

Place of Birth : Quezon City, Philippines

Nationality : Filipino

Religion : Christian

Language Spoken : English and Tagalog