**KHATIJA**

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**MEDICAL CODING PROFESSIONAL**

**Seeking leadership role in the domain of Clinical Data Management with a progressive Health Management Organization**

**ACADEMICCREDENTIALS**

**B.SC in Medical Laboratory Technology** 2004

NTR University of Health and Sciences

**Class XII** 2000

Board of Intermediate (MLT), Hyderabad

**Class X** 1998

ICSE Board, Nazarath High School

**Date of Birth:**23rd June, 1982; **Languages Known:**English, Hindi and Urdu

**PROFILE**

* **Certified Professional Coder (CPC-A)**with experience of a **year** in translating healthcare providers’ diagnostic and procedural phrases into coded form by reviewing and analyzing health records to identify relevant diagnoses and procedures for distinct patient encounters.
* Successful association with **Modern Medical Technology**as a **Medical Coding Trainer**and adequately acquainted with Medical Coding standards and procedures including**HSCPS Level ll(Healthcare Common Procedure Coding System), Medical Terminologies Methods & Modifiers and Surgery Compliance CPT.**
* Capable of setting up perfect coordination with various departments and people to achieve and maintain high professional standards in the assigned job.
* Sound knowledge of **medical terminology, physiology, anatomy and radiology coding**; adept in handling the client transitions and software migrations, effectively and efficiently. Fine-tuned **analytical and troubleshooting skills.**
* **Competent team leader, trainer, and motivator** having ability to integrate team efforts to achieve overall team productivity. Willing to travel extensively. **Superior verbal and written communication.**

**PROFESSIONAL EXPERIENCE**

**MODERN MEDICAL TECHNOLOGY since January 2017**

**Medical Coding Trainer**

* Successfully managing classroom coverage of assigned subjects - **Medical Terminology, Anatomy, Physiology, CPT, ICD 10 CM guidelines.** Steering initiatives in strategizing, envisioning & implementing Training plans.
* Shouldering the onus of developing and delivering training modules essential to business. Deftly designing & implementing a Training Need Identification System.
* Responsible for identifying and analyzing the training needs of the team and discussing the same with the management for prompt implementation.
* Responsible for translating healthcare providers’ diagnostic and procedural phrases into coded form by reviewing and analyzing health records to identify relevant diagnoses and procedures for distinct patient encounters.
* Understanding of the health record’s content in order to find information to support or provide specificity for coding.
* Attending coding conferences, workshops, and in-house sessions to receive updated coding information and changes in coding and/or regulations.
* Imparting knowledge & assistance to the team whenever deemed necessary, thus playing an important role in team building.
* Gained in-depth knowledge of coding techniques and guidelines of medical coding.

**References:** Available on Request