**RESUME**

 **DAVID**

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**Profile and Overview:**

* Overall 5 years experience in Coding including 6 months of experience in UAE in Medical Coding with excellent knowledge in Outpatient coding, Resubmission, ICD 9, ICD 10 CM.
* Having sound knowledge in overall revenue cycle management–Handling resubmission, insurance denial management, organizing coding team work flow to avoid unnecessary backlog in audit and ensuring good quality in coding.

## Job Profile

Certification - CPC and ICD 10 Proficient from American Academy of professional Coders

Current Designation - Clinical Coder

Specialty - Outpatient, ER (E&M) coding requirements.

Manuals Used - CPT, ICD 9, ICD 10 CM, 3M, and Optum coding software.

**Abilities and Experience in:**

* Apply CPT, ICD-9-CM, ICD 10 CM coding rules to code all diagnoses and procedures, as applicable, to Daycare, ED and OP visits.
* Having a key role in revenue of the organization by maintaining and achieving the goals set by Revenue Cycle Management (RCM) team through providing proper coding and medical documents justifications for the medical services performed by the providers during arbitration with the payers for the submitted claims.
* Working on denial claims and providing adequate and valid justification for the provider services to the third party/insurance for 100% reimbursements.
* Utilizing automated encoder/coding manuals to facilitate coding function
* Preparing statistical and analytical reports – dashboard and pi-chart preparation
* Participating in continuing education activities
* Having the flexibility, I can perform any of the above qualities with 100% involvement.

**Employer:** Gulf HRA, Abu Dhabi, UAE.

**Designation:** Clinical Coder.

**Date:** Jul 2017 to Till Date

**Current Job Responsibilities:**

* Working in Dr Sulaiman Al Habib hospital in Dubai in resubmission team.
* Coding and analyzing Outpatient and Inpatient Medical records for resubmission and reconciliation to recover outstanding insurance amount from various companies including Daman and Thiqa.
* Guidance to reduce rejection rate.
* Day to day clarification with Doctors for coding & Revenue aspects
* Managing Insurance audits

**Employer:** Hinduja Global Solutions Pvt Ltd, Hyderabad, INDIA.

**Designation:** Medical Coding Specialist

**Date:** Jul 2015 to Jul 2017

**Current Job Responsibilities:**

* Coding for SNF & Outpatient Approvals & Discharging the claims with appropriate E/M codes.
* Coding for Outpatient E & M services (Ofc visit/ Emergency/Consultation)
* Denial Management, Resubmissions
* Maintaining coders log for daily productivity
* Day to day clarification with Doctors for coding & Revenue aspects.
* Trained and worked on IP Diagnosis-related group coding.

**Employer:** ECLINICAL WORKS, INDIA.

**Designation:** Medical Coder

**Date:** Mar 2013 to May 2015

**Roles and Responsibilities:**

* Coding for Outpatient E & M services (Office visit/ Emergency/Consultation)
* Coding as per the coding guidelines and giving accuracy to the best.
* Participate in client calls and understand the quality requirements both from process perspective and production.

**Employer:** FactSet India Pvt Ltd, Hyderabad, INDIA.

**Designation:** Sr. Transcriptionist

**Date:** Aug 2011 to Sep 2012

**Roles and Responsibilities:**

* Completed the targeted volume before the stipulated time with maintaining

98% accuracy.

* Specialized in editing Quarterly/Half yearly/Annual financial reports, conference calls and earnings calls.

**Employer:** FocusMT India Pvt. Ltd. (Nuance Transcription Services), Hyderabad, India

**Designation:** Editor

**Date:** Feb 2008 to Jul 2012

**Roles and Responsibilities:**

* Proofread and edit raw transcripts of corporate events, medical files, and worked with little instruction on day-to-day work and able to achieve and deliver results in a consistent manner, and deliver highly accurate transcripts with the best timeliness possible. Assist in the supervision of the group as the need arises and act as a backup to Team Leader when required. Proactively communicate about ideas/suggestions for process improvement.

**Employer:** Chakkilam Infotech Limited, Hyderabad, India

**Designation:** Sr.Medical Transcriptionist

**Date:** Jun 2004 to Jan 2008

**Roles and Responsibilities:**

* Joined in this firm as a Jr. Medical Transcriptionist in June 2004.
* Promoted as Medical Transcriptionist in June 2005.
* Transcribed Orthopedic files directly for ESCRIBE account.
* Promoted as Sr. Transcriptionist/Proof Reader for JOTTS in December 2007.

**Educational Qualification:** Bachelor of Commerce

**Certification**

 CPC (Certified professional coder) from AAPC

 ICD 10 Proficient from AAPC

**Passport details**

* Passport issued : 2013
* Passport Validity : 2023

**LANGUAGES**

* **English**, **Tamil & Malayalam**

**PERSONAL PARTICULARS**

Gender : Male

Date of Birth : 24-08-1971

Marital Status : Married

 **Declaration:**

 I hereby declare that the above details are true to the best of my knowledge.

Place: Abu Dhabi yours truly,

Date:

 David