**SMITHA**

**C/o-Mobile: 0501685421 | Email:** [**smitha.376847@2freemail.com**](mailto:smitha.376847@2freemail.com)

**Medical Coder / Medical Transcriptionist**

**CAREER OBJECTIVE**

To pursue a carrier in an Organization of reputed where there will be an opportunity to contribute by employing my skills & knowledge in order to build a long-term relationship with the Organization.

**CERTIFICATION**

**Certified Professional Coder (CPC) from American Academy of Professional Coders**

[ICD 10, ICD 9, CPT, HCPCS]

|  |  |  |
| --- | --- | --- |
| **SPECIAL KNOWLEDGE** | | |
| * CPT® | * ICD-9/10, HPCC, CPC | * Coding Guidelines |
| * Medical Terminology | * Payment Methodologies | * HIPPA Compliance |
| * Anatomy | * Surgery and Modifiers | * HCPCS Level II |

**EDUCATION**

* **Bachelor of Psychology** [Sree Sankaracharya University of Sanskrit, Kerala, India]
* **Medical Transcription** [Hykon Transcripts Pvt. Ltd., Kerala, India]
* **Diploma in Computerized Financial Accounting** [ Kerala, India]
* **Master Diploma in Interior Architecture & Design** [ CAAD, Kerala, India]
* **Post Graduate Diploma in Computer Applications** [Kerala, India]

**WORK EXPERIENCE**

* **Medical Transcriptionist [Radiology],** National Hospital, Abu Dhabi, UAE since August 2013.

*Duties & Responsibilities include:*

* Typing test results or other medical information from radiologist.
* Maintaining records of completed transcriptions.
* Assuring chronological typing order and\or urgency of assigned work.
* Typing of letters, other correspondence and special reports as requested.
* Verifying the accuracy of patient information on file.
* Answering the telephone and responding to enquiries on test results.
* Duplicating documents and other forms as requested.
* Maintaining patient confidentiality and performing other related duties within the clinic as assigned.
* **Home-based MT [**April 2013 to August 2013]
* **Medical Transcriptionist [**Teknicom Solutions, Kerala India] (February 2007 to March 2008)
* **Medical Transcriptionist [**Hykon Transcripts Pvt. Ltd. Kerala, India] ( April 2004 to June 2006 )

**SKILLS & CAPABILITIES**

Can type 80 wpm with 98% accuracy.

Tally 9.0, MS Office, MS Excel, AutoCAD, 3ds Max, Adobe PhotoShop

**PERSONAL DETAILS**

Date of Birth : 14th December, 1978

Sex : Female

Nationality : Indian

Visa status : Resident (Husband visa)

**AREAS OF INTEREST**

Interior Designing, Drawing & Painting

**DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge and belief.

**Place:**

**Date:** **(SMITHA)**