CurriculumVitae



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Smitha

**Objective**

To be a part of dynamic organization where I utilize my skills and contribute directly to the growth of the organization and in true in my career.

**Strength**

I am highly motivated individual and committed worker with focused goals in life and capable of handling more than one task simultaneously and continue to perform well even under pressure.

**Profile**

* **Certified Professional Coder from AAPC**.
* Highly skilled in all aspects of nursing and administration including billing, insurance approvals, claims submission, emergency cases, all general medicine and surgery outpatient cases, ophthalmic, dental and paediatric cases.
* **Staff nurse with DHA license**
* In-depth knowledge of the different insurances, approvals, advance technologies and equipments with the perfect knowledge of medical terminology.
* Very responsible and careful towards health care and back office work.
* Energetic and positive attitude with the profound communication skills both verbal and written.

**Professional Experience**

**Jansons Stars Polyclinic, Dubai** - as **Staff Nurse cum Insurance Coordinator** Since February 2010 to Present ( 7 years 11 months)

This Clinic is established in 1977 as an independent organization and become the branch of Karama Medical Center (KMC Group) from 2008 onwards. This is a multispecialty polyclinic with the departments of General Medicine, General Surgery, Ophthalmology, Dental and Homoeopathy.

Responsibilities

* Reporting to the insurance companies for insurance claim and approvals.
* Performing the billing and insurance works on daily basis.
* Accompanies attending Doctors in minor surgical and implement treatment as required.
* Maintain the highest possible standard patient care units with all aseptic techniques while the collection of sterile specimens like blood, urine etc.

**S. N. Hospital, Kerala, India - Staff Nurse**

This hospital is a 200 bedded hospital, with major departments and modern facilities for General Medicine, General Surgery, Paediatrics, Obstetrics and Gynaecology, etc.

Responsibilities

* Responsibilities in providing nursing care to a variety of patients.
* Accompanies the attending doctors for making rounds, administer medication, co ordinate units activities, referring patients, explanation of procedures maintenance of therapeutic environment.

**Pushpagiri Medical College Hospital, Kerala, India - Staff Nurse**

This Medical College is a ISO 9001-2008 certified, 900 bed multi disciplinary super speciality medical college hospital started in 1959, with all major departments and specialities of General Medicine, General Surgery, Plastic Surgery, Neuro Surgery, Cardiology, Urology, Orthopedics, Obstetrics, Paediatrics, Emergency and trauma care, etc.

Responsibilities

* Responsibilities in providing nursing care to a variety of patients and implementing nursing care based on nursing process approach.
* Administration of drugs through intravenous, intramuscular and subcutaneous routes.
* Managing the emergency situation.
* Insertion of intravenous cannulas, nasogastric tubes, urinary catheters.
* Preparation and assisting in endotracheal intubation, pleural aspiration, suturing, I&D, plaster casting.

**Professional Qualification**

* **Certified Professional Coder**

Course completed : 2017

Accrediation Board : AAPC ( American Academy of Professional Coders )

* **Diploma in General Nursing & Midwifery**

Course completed : 2006

Nursing Council : Kerala Nurses & Midwife’s Council

Registeration No : 48945 dt 10-03-06

Name of Institute : Pushpagiri Medical College Hospital, Thiruvalla, Kerala, India

* **A LEVEL (Advance Diploma) in Computer Applications**

Course completed : 2002

Accredition Board : DOEACC (Department of Electronics & Accredited

Computer Course)

Name of Institute : National Institute of Computer Technology (NICT), Kerala, India

**Educational Qualifications**

* **10+2**

Course completed : 1998

Accredition Board : C B S E

Name of Institute : Kendriya Vidyalaya, No.1, Khetri Nagar, Rajasthan, India

**Personal Details**

Date of Birth - 01-07-1980

Gender - Female

Marital Status - Married

Visa Status - Husband Visa

Nationality - Indian

Religion - Christian

Languages known - English, Hindi and Malayalam

**Declaration**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.