**Alka**

**Email:** **alka.388854@2freemail.com**

**BDS, CPC**

**Summary**

* Certified Professional Coder (CPC), Familiarity with ICD-10 codes and procedures.
* About eight years of working knowledge at various healthcare team.
* Good Coding, communication, mathematical skills with Commitment to high level of customer service.
* Sound Knowledge and experience in anatomy and physiology, disease processes, pharmacology, the different classification systems.
* Have undergone through training to:
* Comply with all legal requirements regarding coding procedures and practices
* Conduct audits and coding reviews to ensure all documentation is accurate and precise
* Assign and sequence all codes for services rendered
* Collaborate with billing department to ensure all bills are satisfied in a timely manner
* Communicate with insurance companies about coding errors and disputes
* Submit statistical data for analysis and research by other departments
* Contact physicians and other health care professionals with questions about treatments or diagnostic tests given to patients with regard to coding procedures
* Efficiently use of required IT systems to business needs

**Personal Details**

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| Name | **:** | Alka. |
| Date Of Birth | **:** | 14th September 1984 |
| Sex | **:** | Female |
| Marital Status | **:** | Married |
| Language Known | **:** | English |
| Nationality | **:** | Indian |
| Professional Qualification | **:** | Certified Professional Coder (CPC), UAEBachelor of Dental Surgery (B.D.S.), INDIA. |

**Experience**

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| **Medical Coder:*** Proficient in inpatient & outpatient coding, claim submissions, auditing medical records including
* Patient Claims
* Pharmacy Claims
* Denial Assessment & Reclaim
* Preauthorization
* Dental Claims
* Assisting Doctors/Nurses for case basis coding guideline
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| * ***From May 2011 to Jun 2016: (5.1 Years)***
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| **Consultant Dentist / Office Manager:*** Have worked as a consultant Dentist.
* Patient profile review & management

 **Odontos dental hospital, (Chandigarh) India.** |

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| * ***From Jan 2009 to Apr 2011: (2.3 Years)***
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| **Lecturer / Record Manager:*** Have worked as a lecturer in departments of Orthodontics,
* Worked as Record manager for orthodontic department,
* Associated with practice management and medical ethics department,
* Monitoring billing for the labs

**Mithila Minority Dental Council And Hospital, (Darbhanga) India.** |

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| * ***From May 2008 to December 2008: ( 8 Months)***
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| **Lecturer / Co-Auditor:**Have worked as a lecturer in below departments on rotation basis. Member of internal audit team & practice management.* Department of Prosthodontics, Crown and Bridge,
* Department of Periodontics,
* Department of Pedodontics,
* Department of Preventive and Community Dentistry / Conservative Dentistry,
* Department of Oral Surgery / Endodontices and
* Department of Orthodontics and Radiology

**Buddha Institute Of Dental Science & Hospital, (Patna) India.** |

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| * ***From August 2006 to August 2007: ( 1 Year )***
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| **Undergone through one year of compulsory rotational Internship Including:*** Department of Prosthodontics, Crown and Bridge,
* Department of Periodontics,
* Department of Pedodontics,
* Department of Preventive and Community Dentistry / Conservative Dentistry,
* Department of Oral Surgery / Endodontices and
* Department of Orthodontics and Radiology including Dental Juries, Prudence Ethics and Practice Management.

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**Academic Activities**

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| * **Year 2018**
 | **:** | **C.P.C.** | **:** | AAPC, UAE Chapter |
| * **Year 2006**
 | **:** | **B.D.S.** | **:** | M.U. (Patna), India. |

**Extra Curricular Activities**

* Have worked as a volunteer during the F.D.I. Annual World Dental Congress (New Delhi, India) from 10th September to 13th September 2004.
* Participated in workshop on Modern Endodontics, Conducted by Indian Dental Association (I.D.A. Patna, India) on 8th July 2007.
* Participated in workshop by AAPC on DRG GOALS – How to derive a DRG nitty gritty of DRG.

**Interests**

* Healthy living awareness campaigning.
* History taking of patients in day-to-day practice.