RESUME

**Monica**

Email: [monica-395688@gulfjobseeker.com](mailto:monica-395688@gulfjobseeker.com)

Experience: 2 Years 8 Months

**Career Objective**

Looking for a challenging role of medical coder in the industry to apply my extensive analytical, interpersonal skills for the development of the organization and to have a bright career.

**Academic profile:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DEGREE** | |  | **INSTITUITION** |  | **UNIVERSITY /** | |  | **YEAR OF** | |  | **PERCENTAGE /** |  |  |
|  |  |  | **BOARD** | |  | **COMPLETION** | |  | **CGPA** |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | B.Tech |  |  | Government College of |  | Anna |  |  | 2015 |  |  | 81% |  |  |
|  |  |  |  | Technology, Coimbatore |  | University |  |  |  |  |  |  |  |  |
|  | HSC | |  | GKDMHSS, Coimbatore |  | Matriculation | | 2011 | |  | 93.4% | |  |  |
|  |  | |  |  |  |  |  |  | |  |  | |  |  |
|  | SSLC |  |  | GKDMHSS, Coimbatore |  | Matriculation |  |  | 2009 |  |  | 90.6% |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Skills**

* Experienced as Medical coder in Emergency Department
* In-depth knowledge of coding techniques and guidelines of Medical Coding
* Good knowledge in medical terminology and physiology
* Hands on in Software which includes Citrix, Optum 360 Encoder Pro and MS Office
* Excellent in communication, interpersonal and organizational skills

**Attributes**

* Positive Attitude
* Ability to work under pressure
* Good Communication skill
* Flexibility to work in Groups
* Worked in roaster shifts

**Work Experience**

Duration : 2 Years 8 Months

**Designation**: Specialist- Coding - Emergency Department

**Roles, Responsibilities and Achievements**

* Reviewing physician records thoroughly and assigning high accuracy of appropriate (ICD 10 CM, CPT, Diagnostic procedures) for reimbursement according to client specific guidelines for Emergency Department
* Expertise in Emergency Room coding(ER) and observation.
* Maintained a 97% or above accuracy rate
* Maintained consistent daily production according to client specific
* Have been awardessd as “TITAN STAR” for Annual Performance 2018 and recognized for monthly performance in LogixHealth solutions Pvt ltd.,
* Based on performance moved to perform internal audits and worked as SWAT by handling various skillful challenging projects and trained follower trainees for coding in various clients
* Attended client calls and worked in pilot projects, have stabilized many projects and allocations
* Clearing the pended records based on client response by clarifying with clients
* Reviewed inpatient documents
* Working knowledge of ICD 10-CM, Modifiers, CPT-4 and DRG coding systems and Knowledge of medical terminology, anatomy and physiology. Able to maintain patient information confidentiality at all times.
* Follow up closely with Denial team regarding client specific rejections or ICD-10 CM specification
* Knowledge of Medicare and commercial insurance reimbursement process, MS Office and Medical record Documentation
* Software handled-Citrix, Optum 360 Encoder Pro
* Ensure coded data accurately reflects service provided based on documentation
* Clarifying regarding missing physician signature, missing provider credentials, missing patient name, DOB and illegible record in medical report with next level supervisor
* Doing RCA for errors in projects to junior trainees and educating them

**Personal Details**

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| --- | --- | --- |
| **Date of Birth** | : | 25-06-1993 |
| **Nationality** | : | Indian |
| **Language** | : | English, Tamil and Telugu |

**Declaration**

I hereby declare that the above information are true and complete to the best of my knowledge.

Place: Dubai

Date:

[Monica]