

Personal Details: SARITHA

Nationality Indian

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**Profile** Dedicated Certified Professional Coder – CPC (Certified from AAPC) with more than 7 years of experience in healthcare fieldwhich include investigating and processing insurance claims, submitting and resubmitting. Excellent in analyzing and interpreting policies and negotiating payment solutions. Achieved proficiency in ICD 10 coding from AAPC with an accuracy of 95%.

**Key Skills**

* Manage all kinds of outpatient coding including dental coding.
* Responsible for complete and accurate assignment of ICD and CPT codes in accordance with current internal and external coding guidelines.
* Strong proficiency of coding, (one day care) and outpatient .
* Review of E and M documentation for consultations, outpatient procedures etc. before claims are submitted to the insurance carriers.
* Attended **SIXTasneef Audits.**
* Trained in **hospital softwares like Instahealth, clinics pro, shades, ps solutions, cortex, cura, dok32 and Dentimax.**
* Analyze medical reports in reference to billing codes and supporting documentation following medical guidelines. A sound knowledge of medical coding guidelines and regulations including compliance and reimbursement. Know how to better handle issues such as medical necessity and claims denial.
* Responsible for performing claims review based on medical records documentation and compliance guidelines to ensure accurate patient billing.
* Review provider documentation to determine principle and secondary diagnosis and co-morbidities and complications.
* Prepare and review patient statements and resolve patient issues regarding billing.Perform ongoing analysis of medical record charts for the appropriate coding compliance. Attend conference calls as necessary to provide information relating to Coding and Compliance.
* Extensive knowledge of medical terminology, anatomy & physiology.
* Ascertain that all provided patient documentation is accurate by verifying it with staff members.
* Punch in relevant patient data such as active medical complaint, reason for admission, type of illness and breakdown of treatment provided.
* Assign codes to diagnosis, procedures and treatments in accordance to prescribed classification systems.
* Use technical coding principles and reimbursement expertise to assign proper diagnosis and procedures to each patient record
* Serve as a contact point for coding related queries for physicians.
* Understanding of how to integrate medical coding and payment policy changes into a reimbursement processes.

**Experience**

* **Worked in Abudhabi as Cerified Professional Coder from 27-05-2018 till 17-03-2020.**
* **Worked with United American Equipment and Medical Supplies (Umed) – a coding outsourcing company, Khalidiya as Certified Professional Coder from October 2017 till 24-05-2018, handing 5 different clinics across Abudhabi.**
* **Dealing with five different clinics, on coding, submission and resubmission which include Al Taie Laparoscopic and Bariatric surgery centre (Abudhabi), Delma Medical Centre (Delma street, medical and dental claims), British Lasik Cosmetic Centre (one day eye care centre), Universal Specialty Medical Centre (medical and dental claims, Baniyas), and Dr.Walaa Fakhr Obstetric centre (Najda street). Dealing with coding, submission.**
* **Kings College Hospital Clinics, (Managed by NHS foundation, London), Abu Dhabi, United Arab Emirates as Certified Professional Coder (CPC) from 01/06/2014 till September 2017.**
* **I was awarded certification in Medical Coding from American Association of Professional Coders (AAPC) as Certified Professional Coder (CPC) from 28/08/2015 till date. Active member of American Association of Professional Coders (AAPC).**
* Worked as Senior Medical Transcriptionist in New Medical Centre Hospital Abu Dhabi from 2008 May till 2014 May.
* Worked as Grade I Medical Transcriptionist in Accentia Technologies Pvt Ltd (a USA based Healthcare Business Process Outsourcing company) , India from January 2005. I worked in an account named MedQuest which include Coffee Regional Medical Centre - a Georgia based hospital, Quincy Medical Centre situated at Massachusetts, and University of Miami School of Medicine (UMSM) situated at Florida.
* I was an active member of Science club in the college and would like to read Science Journals. I can be able to work in a more challenging environment, where I can prove my skills and would like to maintain a good relationship with my colleagues, can be able to work independently and can take decisions apt to the situation.
* Received Mahatma Gandhi University Merit Scholarship for Pre Degree examination.

**Organizational structure:**

* Reports to - Insurance Manager.
* Liaises with - Insurance Manager, patients and their families for Billing services, Physicians, Specialists, Nurses and Ancillary personnel, Medical Director, Quality Co-ordinator.

**Educational Qualifications**

* **Secondary School Leaving Certificate (Distinction 82.5%)**
* **Pre degree (Distinction 84%)**
* **B.Sc Chemistry (Distinction 88.3%**
* **M.Sc Biotechnology (First class 65.1%)**

**Additional Qualifi** Research project specialized **-** Enzymology

Medium of Education - English medium only

**Proficiency in English -**

Writing Very Good

 Speaking Excellent

 **Personal Details**

Religion : Orthodox Christian

Date of birth : May 6th 1982

Marital Status : Married

Visa Status : Employment visa

Credentials regarding all these will be produced as and when called for.

Thanking you

 **Saritha**