## **Dr.REEBA**



 Certified professional coder

 Email: reeba.370318@2freemail.com

# OBJECTIVE

Looking for a challenging position as a medical coder / IP and OP claims processor / Resubmission analyst / Authorization officer in health care industry where my technical. Logical & Analytical skills will greatly enhance the growth and success of the Insurance company / Hospital. A position to learn incessantly to contribute effectively, and to grow along with the organization.

**PROFFESSIONAL QUALIFICATION**

* Certified professional coder from AAPC-CPC
* MCB-medical coding and billing from Gulf medical university -ajman

**Professional Synopsis**

* Holding license in certified professional coder from AAPC(CPC-A) and degree in bachelors of homoeopathic medicine and surgery with 5 years of experience
* Expertise in handling a diverse range of basic level in medical coding , medical terminology, anatomy , physiology.
* Responsible for evaluating medical record documentation to ensure that diagnostic and procedural codes. Accurately reflected and support the medical necessities.
* Well versed ,ICD-10 CM,CPT,HCPCS level -2 codes, physicians desk reference.

**EXPERTISE & SKILLS**

* In depth knowledge of medical procedures and principles
* Deep knowledge of medical conditions and remedies
* Good clinical and therapeutic knowledge
* Ensures co-ordination and delivering of all works activities within area of responsibility
* Ensures client expectations are met and quality client service principles maintained and complaints solving property
* Screen medical reports , ensures complaints of medical requirements of individuals in standard of occupational health
* Provides excellent customer service to improve relationship with patients hence enhancing the business
* Outstanding ability to maintain the professional relationship with patients and employees
* Ability to maintain compliance to safety regulations
* Well-developed administrative and organizing skills
* Maintaining patients medical records in accordance with the hospital policy

**Organizational experience**

RIYAS MEDICAL CENTRE,ALSHAHBA,SHARJAH

 Worked as a **MEDICAL CODER**:-

* Abstract clinical information for a variety of medical records
* Assigned appropriate ICD-10 and CPT codes to patient records
* Analyzed, entered and manipulated databases and confirmed appropriate DRG assignments

Hari and Hari Homoeopathic research centre,INDIA.

 Since 20th aug 2012 to 13th sept 2014

Worked as a **MEDICAL OFFICER**:-

* Perform research in medical conditions and provide remedies
* Monitor patient progress and maintain records
* Perform preliminary examination of patients and diagnose the nature of the medical condition
* Fill up the medical chart by providing details of the vital medical statistics of the patient
* Accompany the team of medical practitioners during their visits to medical camps .
* Administer medicines to the patients under the guidance of the chief doctor
* Giving appropriate health education and advice to the patients and care takes to enable their self-management
* If necessary referring the patient to hospitals or specialist for further investigation.

Reeba homoeopathic centre , INDIA.

 since 15th jun 2010 to 26th dec 2011

Worked as a **MEDICAL OFFICER**:-

* Monitor patient progress and maintain records
* Perform preliminary examination of patients and diagnose the nature of the medical condition
* Administer medicines to the patients under the guidance of the chief doctor
* Giving appropriate health education and advice to the patients and care takes to enable their self-management
* If necessary referring the patient to hospitals or specialist for further investigation.

vinayaka missions homoeopathic medical college, India since April 2009 to March 2010

**Internship:-**

* Case taking and diagnosing the medical conditions in outpatients and inpatients
* Attending the inpatients rounds for monitoring their disease status
* Fill up the medical records in inpatients and outpatients and writing the lab investigation and reports
* Prescribing the medicines under the guidance of chief doctor
* Attending the seminars and medical camps
* Presenting seminars and dissertation work

**EDUCATIONAL QUALIFICATION**

* **Bachelor of Homeopathic Medicine & Surgery (BHMS)**

Vinayaka Missions university - 2004 to 2010

Vinayaka Missions homoeopathic medical college , Salem, Tamilnadu .India

**ACADEMIC QUALIFICATION**

* Plus two with majors in PCBM

Kerala University - 1999 to 2001 St.Marys higher secondary school Edoor .

**Computer knowledge**

* Microsoft word, excel & power point presentation

# TRAINING

* Basic life support course –healthcare providers course from university of sharjah clinical training centre, uae. course conducted on 7/2/2015.
* Personality development program –Has undergone personality enhancement and soft skills and communication training .
* Attended course of nutrition and dietary management program.

**SEMINARS**

* National Homoeopathic Seminar

Topic : Endless Potential of Homoeopathy

Venu : Vinayaka missions homoeopathic medical college , Salem,Tamilnadu .India

**PERSONAL PROFILE**

 Name : Dr. Reeba

Date of Birth : 23-12-1983

Gender : Female

Marital Status : Married

Place of issue : Cochin

Date of Issue : 19-05-2011

Date of Expiry : 18-05-2021

Visa Status : Husband’s Sponsorship

Languages known : English, Hindi, Tamil & Malayalam

E-mail Address : reeba.370318@2freemail.com

**DECLARATION**

**I** consider myself familiar with medical aspects and I am confident of my ability to work in a team .I hereby declare that the information furnished above is true the best of my knowledge.

Date:- **Yours sincerely**

 Place:- **Dr. REEBA**