

**GEETHU , Bsc Nurse, CCS, CPC**

**Medical Coder, Life Care Hospital Baniyas Abu Dhabi, UAE**

C/o-Contact No:**+971501685421**

Email : [**geethu.378642@2freemail.com**](mailto:geethu.378642@2freemail.com)

**OBJECTIVE: Seeking a Medical Coder position in a clinic/hospital where I can utilize my extensive computer and medical apparel knowledge and strong organizational abilities.**

Overall **5.8 years** work experience including **3.9 years Abu Dhabi coding experience.**

**EDUCATIONAL BACKGROUND**

* **2017 Certified Coding Specialist (CCS), AHIMA ,(Id:2658642)**
* **2013 Certified Professional Coder (CPC), AAPC, Salt Lake City, UT**

**ICD 10 proficiency certification from AAPC (Membership id:01297587)**

* **2011 Bachelor of Science in Nursing, St Joseph College of Nursing**  **Kerala, India**

**SKILLS AND STRENGTH:**

* Knowledgeable with regard to Medical Coding guidelines and coding techniques (ICD-10 CM, CPT-4, HCPCS, and DRG's).
* Expertise in all types of coding (Outpatient diagnosis and procedure coding) , exposure to Inpatient coding other clinical vocabularies.
* Maintained consistent daily production of greater than 150 claims with medical necessity.
* Having knowledge about medical condition and drug which is covered under insurance.
* Utilize SHADE, Insta software and input information into computerized patient record system.
* Strong knowledge of Anatomy & Physiology, Advanced Medical Terminology, and Pharmacology.
* Efficient in Microsoft Office Software, including Word, Excel, and PowerPoint.
* Experience in working with **3M and Encoder Pro** software.
* Possess good interpersonal, communicational, and organizational skills with demonstrated abilities in team management and client relationship management.
* Ability to manage multiple tasks in a pressured environment.
* Effective communication and interpersonal skills.
* Dedication and drive as a hard-working individual.

**CURRENT POSITION** –**Medical Coder**, **Life Care Hospital Baniyas, Abu Dhabi, May 2014 – till date**

**RESPONSIBILITIES:**

* Outpatient and ER coding.
* Code medical records with ICD-10 CM, CPT-4, and HCPCS Level II coding with accuracy and achieving productivity goals.
* Making DRG for all IP,OT and Day case.
* Interacting doctors and clarifying their queries
* Handling with recovery claims from the insurance companies.
* Monitoring & mentoring the performance of team to ensure efficiency in process operations.
* Other miscellaneous tasks related to smooth function of daily workflow to ensure TAT compliance.
* Minor surgical and other procedures CPT assessment.
* Radiology and Laboratory verification.

**PAST ORGANIZATIONAL EXPERIENCE**

**Medical Coder-Angel Scribes, Cochin, Kerala, India, July 2012-April 2014**

**RESPONSIBILITIES:**

* Coding Outpatient medical records.
* Providing Expert training to staff members and trainees in Medical Coding & Billing.
* Allocating work to the training team & continuously monitoring their performance.
* Preparation of training materials for the entire course.
* Monitoring & mentoring the performance of team to ensure efficiency in process operations

**Ananthapuri Hospital& Research Institute Trivandrum, India, July 2011 – Jan 2012**

* Worked in Neurology ICU as a part of internship program.

**PERSONAL DETAILS**

* Date of Birth: August 3, 1988
* Nationality: Indian
* Religion: Christian
* Marital Status: Married
* Date of Issue: 08/07/2011
* Expiry Date: 07/07/2021
* Visa Status: Work Visa