



POOJA K PAUL

C/o Mr. Tinet P I

BUILDING NUMBER:1597, MUWEILAH, SHARJAH, UAE.

Contact No. : 0569053830

E-mail : poojakpaul14@gmail.com

CAREER OBJECTIVES

Seeking assignments as a Medical coder/ medical claim processor with reputed organisations in medical and insurance field.

PROFESSIONAL EXPERIENCE

- ❖ AAPC Approved CPC Medical coder for ICD 10
- ❖ Worked as a Medical coder for outsourcing company in Dubai.
- ❖ Worked as a staff nurse in Ernakulam Medical centre, Kerala and R L Jalappa Hospital, Kolar, Karnataka ,India.

CAREER ROLE AS A MEDICAL CODER

- Highly skilled in abstracting information and assigning codes to describe each documented analysis.
- Strong familiarity with coding related to medicine, surgery, radiology and pathology
- Ability to liaise with insurance companies regarding questions and claims

- Utilized all the correct coding initiatives for each and every insurance policy as well as U.A.E requirements.
- Thorough understanding of anatomy, physiology, pharmacology and disease management.
- Knowledge about coding guidelines ICD 10 CM, CPT and HCPCS

ACADEMIC QUALIFICATION

1. CPC-A Certified professional Coder April 2016
2. Bachelor of Science – Nursing

EMPLOYMENT HISTORY

1. WORKED AS A MEDICAL CODER IN PROFIT PLUS, DUBAI

MAJOR DUTIES AND RESPONSIBILITIES

- Abstract clinical information for a variety of medical records
- Assigned appropriate ICD 10 and CPT codes to patient records
- Reviewed member charts, lab and consult reports for identifying documented diagnosis
- Developed and maintained standard billing standards for each different insurance companies
- Review and abstract relevant clinical data from electronic medical records to select the appropriate CPT code for procedures
- Serve as a liaison between the healthcare providers and Billing/ Insurance Department of different clinics
- Maintained a 95% or above accuracy rate

2. WORKED AS A STAFF NURSE IN EMC ,ERNAKULAM , KERALA AND R.L JALAPPA HOSPITAL, KOLAR, KARNATAKA.

MAJOR DUTIES AND RESPONSIBILITIES

As a staff nurse

- Assess patients, orienting them to ward, completing the initial assessment and prioritize care
- Getting more exposure to cannulation and phlebotomy
- Following instructions of physician as per the given protocols

- Administering medications, inserting intra vascular lines, performing various nursing practices and procedures
- Document assessments, care plans and outcomes
- Attending ward rounds with doctors
- Provide information and support to patients and family members regarding condition, prognosis and treatment program

WORK EXPERIENCE

<p>Company : Profit Plus Practice Management Solutions FZCO</p> <p>Designation : medical coder</p> <p>Duration : 01/06/ 2016 to 15/09/2017</p> <p>Worked as a medical coder</p>	
<p>Hospital : Ernakulam Medical Centre</p> <p>Designation : Staff Nurse</p> <p>Duration : 04/02/2013 to 02/07/2014</p> <p>Worked in medical- surgical unit</p>	
<p>Hospital : R.L Jalappa Hospital and Research Centre</p> <p>Designation : Staff Nurse</p> <p>Duration : 14/06/2011 to 27/06/2012</p> <p>Worked in orthopedic unit</p>	

PERSONAL DATA

Name	: Pooja K Paul
Date of birth	: 14/04/1987
Sex	: female
Place of birth	: Alappuzha
Father's name	: Mr. K.J.Poulose
Husband's Name	: Mr. Tinet P.I
Nationality	: Indian
Religion	: Christian
Marital status	: married
Profession	: CPC- A, Bachelor of Science in nursing
Address	: Mrs. Pooja K Paul Building number:1597, Muweilah, Sharjah, UAE.
Languages known	: English, Malayalam, Hindi.
Blood group	: B +ve

PASSPORT DETAILS

Passport no	: L9771334
Date of issue	: 10/06/2014
Date of expiry	: 09/06/2024
Place of issue	: Cochin

REFERENCES

Mr. Anish Paul

Manager,
Profit Plus Practice Management Solution FZCO,
Dubai Silicon Oasis,
United Arab Emirates. Tel: +9714 34 33 013

Mrs. B N Chandramani,

The Principal,
Sri Devaraj URS College of Nursing,
Tamaka, Kolar, Karnataka, India.
Phone no: 0091 8152 243400

Mrs. L Sukuna Kumari,

Nursing Superintendent,
R L Jalappa Hospital and Research Centre,
Tamaka, Kolar, Karnataka, India.
Phone no: 0091 8152 210604, 0091 8152 210605

Mrs. Ansamma Wilson

Nursing Superintendent,
Ernakulam Medical Centre, Kerala, India.
Phone no: 0091 484 2807101 to 2807109

Dr. Vimal

Medical coding Trainer,
Al Talouk Medical Coding Training Institution,
Naif Street, Deira, Dubai
Phone no: 04-3448264, +971 56 6395079

DECLARATION

I declare that the above information is true and correct to the best of my knowledge and belief. I understand that action can be taken against me if these are found to be in correct\ false.

Place : Dubai

Date :

Yours Faithfully,

(Pooja K Paul)

