AKHILA SAJEEV

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Dubai, UAE| Visit Visa| Available Immediately

PROFESSIONAL SUMMARY

Results-driven Clinical Quality Manager with 1+ year of experience in U.S.-based home health care, combined with medical coding and scribing expertise. Skilled in improving patient outcomes, minimizing documentation errors, and ensuring regulatory compliance. Experienced in clinical data analysis, quality improvement initiatives, and streamlining care processes to enhance patient satisfaction and operational efficiency. Familiar with ICD-10-CM, CPT, and clinical documentation standards

OBJECTIVE

Seeking a Clinical Quality or Compliance role in the UAE healthcare sector to leverage my experience and certifications.

PROFESSIONAL EXPERIENCE

Clinical Quality Manager, Ecorgy Solutions, Thiruvananthapuram   Dec 2023 - Oct 2024

- Initiated and led quality improvement projects that resulted in a 20% increase in patient satisfaction scores, showcasing leadership in enhancing healthcare delivery.
- Collaborated with interdisciplinary teams to develop and refine patient care plans, improving operational efficiency and patient care outcomes.
- Analyzed clinical data to identify trends, reducing documentation errors by 15% though targeted interventions.

Clinical Biller and Transcriptionist, We Care Hospital, Edamon 34   Apr 2023 -Dec 2023

- Maintained 98% accuracy rate and reduced claim denials by 15% within the first year.
- Utilized Epic and Cerner EMR systems for coding and billing workflows.
- Accurately coded inpatient and outpatient diagnoses and procedures using ICD-10-CM, CPT, and HCPCS codes.
- Worked closely with physicians and CDI teams to clarify documentation and ensure compliance.

TECHNICAL SKILLS

- Clinical : Clinical Trial Management , Clinical Quality Assurance , Patient Care Coordination , Regulatory Compliance, Adaptability, ICD-10, CPT, HCPCS
- Software & IT : Well Sky Kinnser, Electronic Health Record Systems (Epic, Cerner), Microsoft Suite , Electronic Data Capture , Typing Master (40wpm)
- Quality Assurance : CAPA(Corrective and preventive action), Quality Auditing , Root cause Analysis , Six Sigma
- Management & Leadership : Schedule Management, Process improvement , Team Collaboration , Resource Allocation , Operational Efficiency

EDUCATION

- M.Sc. In Botany -Fatima Mata National College, Kollam   2021-2023
- B.Sc. In Botany - St. Stephen's College, Pathanapuram   2017-2020

ADDITIONAL INFORMATION

- Languages: English, Malayalam, Hindi, Tamil
- Certifications: Medical Coding and Billing, Medical Record Assistant, Medical Scribing
- Awards/Activities: Best Employee Award (2024) for exceptional contribution to achieving a 17k billing was made through significant improvements in both clinical and operational areas.