CONTACT

📞 +971544820447

✉️ mail2akhilah@gmail.com

📍 UAE (Visit Visa – Available Immediately)

🌐 LinkedIn

EDUCATION

MASTER OF SCIENCE - BOTANY
2021-2023

- University Of Kerala
- GPA: 8/10

BACHELOR OF SCIENCE - BOTANY
2017-2020

- University of Kerala
- GPA : 8.9/10

CERTIFICATIONS

- Medical Coding and Billing Assistant
- Medical Scribing
- Medical Record Assistant

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Tamil (Intermediate)
- Hindi (Intermediate)

AKHILA SAJEEV

CLINICAL QUALITY| MEDICAL CODING & SCRIBE

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

WORK EXPERIENCE

Clinical Quality Manager   28 Dec 2023- 22 Oct 2024
Ecorgy Solutions -Thiruvananthapuram, India

- Led quality improvement projects resulting in a 20% increase in patient satisfaction.
- Reduced documentation errors by 15% through data trend analysis and training.
- Collaborated across departments to improve care delivery efficiency by 10%

Clinical Biller and Transcriptionist   3 Apr 2023- 22 Dec 2023
We Care Hospital - Edamon , India

- Maintained 98% billing accuracy and reduced claim denials by 15%.
- Utilized Epic and Cerner systems for accurate coding and documentation.
- Coded inpatient and outpatient procedures using ICD-10-CM, CPT, and HCPCS.
- Partnered with physicians to ensure documentation clarity and compliance

TECHNICAL SKILLS

Clinical & Quality Skills

- Clinical Trial Management, Patient Care Coordination, ICD-10, CPT, HCPCS
- Clinical Quality Assurance, CAPA, Root Cause Analysis, Six Sigma, Regulatory Compliance

Software & IT

- EMR Systems (Epic, Cerner, WellSky Kinnser), Microsoft Office Suite, Typing Master (40 wpm)

Management

- Schedule Management, Process Improvement, Operational Efficiency, Team Collaboration