



# S S AMINA

## MEDICAL CODER

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An AAPC Certified Professional Coder with a solid understanding of medical coding and compliance standards. Seeking an entry-level role to apply my skills, learn from experienced professionals, and assist healthcare providers in ensuring accurate documentation and billing practices. I am seeking an opportunity to apply acquired knowledge in ICD-10 CM, CPT and HCPCS coding to assist healthcare teams in accurate and timely billing. Excited to gain real-world experience and contribute to the efficient management of revenue cycle.

## PROFESSIONAL EXPERIENCE

### Public Relation Office Executive

KIMS Health, Kerala, India

June 2023-April 2025

- Addressed patient enquiries, concerns and complaints promptly to enhance patient satisfaction and service quality.
- Coordinated patient admission, discharge and follow-up processes, ensuring smooth transitions and proper documentations.
- Maintained detailed records of patient feedback, complaints and resolution of complaints with healthcare regulations.
- Collaborated with medical and administrative teams to implement service improvement based on patient input.
- Handled sensitive patient information with confidentiality and professionalism, adhering to HIPAA and organizational standards.
- Providing documents for insurance reimbursement purposes.
- Effectively resolved the queries raised by the insurance company during reimbursement procedure.

## SKILLS

- Proficient in ICD 10 CM, CPT 4 & HCPCS coding conventions.
- Proficiency with Microsoft Office suite.
- Researcher, Strong analytical and problem-solving skills.
- Extensive knowledge of medical terminology & anatomy.
- Patience and Perseverance.
- Adaptability and Flexibility.
- Customer service orientation.
- Critical thinking.

## CERTIFICATION

**CPC** – Certified Professional Coder Member ID: 02080584

**TUV-SUD**- Certified in Hospital Administration

## EDUCATION

### Diploma in Hospital Administration

October 2024–May 2025

TUV-SUD Certified in May 2025

### Medical Coding

October 2022–March 2023

AAPC – CPC Certified in May 2023

### BSc Botany and Biotechnology

July 2019–May 2022

Kerala University

## Languages

- English
- Malayalam
- Hindi
- Tamil

## Personal Details

DOB:04/09/2000

Marital status: Married

Passport No: C4746807

Visa status: Visit Visa

Visa expiry:20/07/25