

BAFIA CHANDRAN

Deira, Dubai

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Career Objective

To work in a thought provoking environment and to contribute to the goals of the firm apart from enhancing my skills through knowledge sharing and interaction.

Professional Skills

- **Certified Professional Coder (CPC)** with **1.2** year experience in UAE
- Result oriented professional with **1.4** year experience in hospitals as a **biomedical engineer**
- Expert in ICD -10 CM ,CPT & HCPCS Level 2 coding
- Knowledge in Medical Billing
- Extensive knowledge about human anatomy& physiology
- Good knowledge in medical terminology
- Complex problem solving skill
- Active listening
- Good analytical skills
- Computer Skills: Microsoft office Word, PowerPoint, Excel etc.

Work Experience

- **Insurance Coordinator**
Saudi German Hospital, Dubai
July 2019- December 2019
 - Checking of patient details and electronic medical records details in software such as diagnosis codes (primary diagnosis & secondary diagnosis) & patient summary.
 - Checking online eligibility from appropriate insurance company portal
 - Verification of TPA name, payer name, network ,member id format& policy validity
 - Calculation of patient share and payer share based on the deductible and copay details provided in the portal& insurance card
 - Initial net amount& discount % verification using company pricelist
 - Checking of visit history for identifying the follow up cases & admission cases and detailed evaluation of patient summary for identifying the chief complaints, initial diagnosis, plan of care, referred cases & nurses notes
 - Checking of approval and validity from insurance company portal or from eClaim link by following the company pre approval protocols
 - Checking of GP referral eligibility
 - Coordinate with other coders and resolving the billing related issues

- **Medical Coding Specialist**

Acme Healthcare Consultancy DMCC,Dubai

November 2018- June 2019

- Analyse patient medical records carefully
- Check the health insurance card details & do eligibility check
- Determine the diagnosis and procedures performed
- Identify the acute condition from the diagnosis
- Find approval details if needed
- Process claims using accurate ICD & CPT codes
- For billing : check insurance company network,pricelist, deduction rate depends on that calculate the net amount & Patient share
- Review the claims for avoiding errors

- **Biomedical Engineer**

Royal Multi Specialty Hospital, Kerala, India

February2015-November 2015

- Evaluate the safety efficiency and effectiveness of medical equipments
- Adjust, maintain, repair or provide technical support to the medical equipments
- Daily rounds to check the medical equipments
- troubleshooting of biomedical equipments
- Renewal of annual maintenance contracts
- Keep documentation of service histories
- Supervision of medical gas plant works
- Train the clinicians and other medical professionals about the proper use of medical equipments
- Purchasing of new equipments and parts of the equipments

- **Biomedical Engineer**

Sree Gokulam Medical College & Research Foundation, Kerala, India

August2014-February2015

- Updating the inventory of all type of medical equipments installed in the hospital
- Maintain the logbook of equipment complaints
- Coordination with service engineers of various medical equipment companies during services
- Follow up the preventive maintenance schedule and the calibration schedule for medical equipments
- Proper maintenance and calibration of medical equipments
- Coordination in equipment installation

Inplant Training

- Inplant training at Travancore Medical College, Kerala
- Inplant training at Jayasekharan Hospital, Nagarcoil
- Inplant training at HOSMAT, Bangalore

Project Done

Tongue motion based electronic communicator for disabled persons with home appliances control

Educational Qualifications

Examination	School/college	Board/University	Year of Passing	%of marks
CPC		American Academy of Professional Coders(AAPC)	2018	76%
B.E.Biomedical Engineering	Udaya School of Engineering	AnnaUniversity,Chennai	2014	78%
Plus Two(12 th)	R.R.V.G.H.S.S. Kilimanoor	Kerala State Board	2010	72%
SSLC(10 th)	R.R.V.G.H.S.S. Kilimanoor	Kerala State Board	2008	88%

Training

Completed 4 month course (July 2017-November 2017) in medical coding from Iris Medical Learning Solutions, India

Personal Profile

Date of Birth : 03-08-1992
Sex : Female
Nationality : Indian
Passport Number : M6750958
Languages known : English, Hindi, Malayalam, Tamil