



# GRESHMA MANI

Hard-working and self-motivated virtual assistant with 1+ years experience in website content administration, record-keeping, and various personal assistance tasks, scheduled appointments, making phone calls, making travel arrangements, and managing email accounts.

## CONTACT ME

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## EDUCATION

### Bsc Chemistry

MG University

2014-2017

### Higher Secondary School

Kerala State Government

2012-2014

### High School

Chavara International School, ICSE

2001-2012

## SKILLS

Solid knowledge of medical terminology.

Exceptional data entry skills.

Excellent multi-tasking skills.

Good understanding of ICD-10-CM and CPT procedures

Strong ability to work in a bustling medical environment.

## WORK EXPERIENCE

### SURGERY CODER (ASA)

2021- 2022

#### MedVance Health (Pvt) Ltd, Thiruvananthapuram, Kerala, India

- Followed all company policies and procedures to deliver quality work.
- Utilized knowledge of CPT and ICD-10-CM to properly translate performed services into numerical code for insurance company reimbursements.
- Maintained 97% accuracy per 150 daily claims when assigning ICD and CPT codes to patient records.
- Maintained a high degree of professional and ethical standards.
- Focused on updating coding skills, knowledge, and accuracy by participating in meetings and educational conferences.
- Assured all Medicare edits are addressed by adding appropriate modifiers, if appropriate.
- Worked on patient record audits and documentation quality checks.
- Followed state law requirements when performing coding procedures.

### VIRTUAL ADMIN ASSISTANT

2020-2021

#### Austin Center for Rehabilitation, Al Nahda, United Arab Emirates

- Perform remote clerical tasks, blog & website content writing, social media & traditional marketing.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, record information, update paperwork, or maintain documents. Conduct online marketing initiatives, such as ad placement, affiliate programs, email promotions, or viral marketing campaigns on social media Web sites.
- Seek and provide information to help companies determine their position in the marketplace.

## REFERENCES

### Jyothi Subash

Teacher, CMS School

Phone: 956231308

### Elias Kuriakose

Retd. Professor

Phone: 9074563412