

# CURRICULUM VITAE

## VINEETHA SUJITH



### Contact Information:

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Sharjah

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### Personal Data:

Date of Birth : 06/07/1991  
Nationality : Indian  
Place of Birth : Kerala  
Gender : Female  
Marital Status: Married  
Passport No : N0176704  
Passport Exp. : 21/06/2025  
Visa Status : Husband Visa

### Languages Known :

English (Excellent in Speaking  
Reading & Writing)  
Malayalam (Mother tongue)

### OBJECTIVE:

To obtain employment as a Medical Coder where I can utilize my medical professional skills and extensive computer knowledge and strong organizational abilities with great attention in detail to assist the medical facilities with their coding needs.

### JOB PROFILES: (Experience – 1 Year)


#### ➤ **Medical Insurance Coordinator / Medical Coder in: -**

- IDEAL Medical Centre, Sharjah
- Al Shurooq Polyclinic, Ajman

### Key Functions:

- Handling e-claim submission reports and online / verbal approvals of medical insurance.
- Reading and analyzing patient records
- Determining the correct codes for patient records
- Using codes to bill insurance providers
- Interacting with physicians and assistants to ensure accuracy
- Checking eligibility and benefits verification for treatments, hospitalizations, and procedures.
- Keeping track of patient data over multiple visits
- Reviewing patient records and pathology reports for accuracy
- Managing detailed, specifically-coded information
- Maintaining patient confidentiality and information security
- Respond to patient inquiries by phone and email.
- Perform data entry and filing to record patient and insurance data.
- Confirm insurance coverage with insurance companies by diagnostic and procedural codes.
- Schedule appointments and procedures and verify insurance information.
- Acquired specific CPT and ICD codes to ensure proper treatment and billing of all detailed procedures
- Maintained transaction report for client billing
- Prepared claims with required documentation and distribute accordingly in a timely manner to expedite payment

## EDUCATIONAL QUALIFICATIONS:

- **CPC CERTIFICATION:**  (Member ID 01635752)
- **B Sc Nursing, University of Kerala, MERCY College of Nursing, Kerala, India.,2014.**

## SKILLS AND KNOWLEDGE PROFESSIONALS:

- Experience with medical terminology and anatomy, trained in ICD-9-CM, ICD 10-CM, ICD 10-PCS, CPT and HCPCS level II.
- Understanding of different types DRG s, (MS-DRG, APR-DRG) and calculate base payments for DRG s.
- Highly skilled in abstracting information and assigning codes to describe each documented analysis.
- Strong familiarity with coding related to medicine, surgery, radiology, anesthesia, pathology and thorough understanding of anatomy and physiology.
- Working knowledge of official conventions and rules established by AMA.
- Strict follower of guidelines with ability to learn and follow guideline and procedural changes.
- Extensive knowledge of medical terminology across a broad range of medical practices.

## SEMINARS & WORKSHOPS:

- Seminar in **Cardiopulmonary Resuscitation (CPR)**, Conducted by **Indian Institute of Emergency Medical Services** held on 2012
- Workshop on “Flume of Research and Management” held on 2012

## SOFTWARE SKILLS:

- Microsoft word, excel & power point as well as adobe applications. (Diploma in Computer Application)
- Experience using Microsoft outlook and access
- Proficient in data entry
- Quick to learn new technology and application.

## SPECIAL KNOWLEDGE:

- CPT®
- ICD-10, HPCC, CPC
- Coding Guidelines
- Medical Terminology
- Payment Methodologies
- HIPPA Compliance
- Anatomy
- Surgery and Modifiers
- HCPCS Level II

#### **STRENGTHS AND ACHIEVMENTS:**

- Quick learner
- Focuses on detail and accuracy
- Thrives on established guidelines
- Enjoy work with others or alone
- Exceptional paperwork and proofreading skills
- Able to comprehend common coding procedures
- Has deep desire to develop more knowledge regarding medical coding processes and procedures

#### **DECLARATION:**

I hereby declare that the above-mentioned information is correct up to best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars. I will be available for an interview at your Convenience and look forward to hearing from you soon.

**Date:**

**Place: Sharjah**

**Vineetha Sujith**

*Reference Available on Request*