DEEPTHY V V
CERTIFIED PROFESSIONAL CODER

Work History

2024-01 – Current

Front Office Cum Insurance Clerk
MODERN CLINIC | SHARJAH | UAE

- Accurately transcribe medical dictations, ensuring precision and attention to detail.
- Greet clients and visitors in a professional and courteous manner, creating a positive first impression of the organization.
- Manage incoming calls, directing inquiries to the appropriate personnel and providing assistance as needed.
- Schedule appointments, meetings, and reservations efficiently, optimizing office productivity and client satisfaction
- Process insurance claims accurately and efficiently, ensuring compliance with company policies and regulations.
- Taking approvals from the insurance company through DHA & MOH portals
- Assist clients with insurance policy inquiries, providing information on coverage, premiums, and claim procedures.
- Maintain organized and up-to-date filing systems for client records, insurance documents, and administrative paperwork.
- Handle billing and invoicing tasks, reconciling payments and resolving discrepancies in a timely manner.
- Prepare and distribute correspondence, reports, and other documents as required by management.

Medical Transcriptionist

AMALA TRANSLINK, Kerala, India

2020-08 - 2021-01

- Accurately transcribe medical dictations, ensuring precision and attention to detail.
- Utilize knowledge of medical terminology, anatomy, and pharmacology to enhance transcription quality.
- Demonstrate proficiency in using transcription software and related tools.
- Stay updated on industry-specific technology and adapt to new tools or software as needed.
- Follow and adhere to healthcare industry regulations, standards, and guidelines.
- Maintain compliance with patient confidentiality and privacy laws, such as HIPAA.
- Review and edit transcriptions for accuracy, consistency, and clarity.
- Perform thorough proofreading to eliminate errors and enhance overall document quality.
- Collaborate with healthcare professionals, physicians, and other team members to clarify dictations and ensure accurate transcriptions.
- Maintain open and clear communication channels with colleagues and supervisors.

Contact

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SHARJAH, UAE

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deepthydeepuvv@gmail.com

Personal Details

Nationality: Indian
Passport Number : U8359029
Marital Status: Married
Visa Status: Spouse visa

Skills

CPT, ICD-10-CM

Data Entry and Management.

Medical coding.

Knowledge of HIPPA Laws and Regulations.

Adept multi-tasker

Records maintenance

Medical terminology expert

Patient chart auditing ability

Medical transcription

Customer satisfaction

Billing and collection procedures expert

Office support (phones, faxing, filing)

Records management

2013-07 - 2016-02	## Health Care Operations Process Representative

DELL International Services Pvt Ltd, Tamil Nadu,India

- Accurately assign ICD-10-CM, CPT, and HCPCS Level II codes to medical diagnoses and procedures.
- Ensure coding compliance with established coding guidelines and regulations.
- Analyze and review patient medical records to extract relevant information for coding.
- Collaborate with healthcare providers to clarify documentation and ensure accurate coding.
- Stay updated on coding changes and guidelines to ensure accurate and compliant coding practices.
- Apply knowledge of anatomy, physiology, and medical terminology to assign appropriate codes.
- Perform coding audits to assess and improve coding accuracy and compliance.
- Implement corrective actions based on audit findings to enhance overall coding quality.
- Abstract relevant information from medical records for coding purposes.
- Enter coded data into electronic health records (EHR) or coding software with a high level of precision.
- Facilitate proper reimbursement by assigning accurate codes and maintaining coding integrity.
- Identify and report any coding-related issues that may impact revenue cycle management.

Education

Bachelor of Computer Application

AJK College of Arts and Science - Coimbatore Tamil Nadu

Certifications

Member ID : 2130116, Completed medical coding training from Cardea Healthcare solutions Palakkad (AAPC Certification).

HCPCS Level II codes.

Medical terminology

Office management professional

Document accuracy

Medical office administration

Records management

Insurance claims analysis

Coding error resolution

Approvals taking

Planning and Coordination

Data security procedures

Patient data compilation

Tally ERP

JAVA, C++, HTML

Languages

English

Malayalam

Tamil