**CURRICULUMVITAE**

**Email:** [thota.gnapika@gmail.com](mailto:thota.gnapika@gmail.com)

**Contact:** **UAE**​: +971-547137165

**Visa Status:** ​Employment

**Passport No:** ​ R0640977

**Address:** Thumbay Group,

UAE.

**OBJECTIVE**

**To pursue a challenging and rewarding career that would enhance my technical and interpersonal skills and provide opportunities for personal and professional growth**

**5+ Years of experience**

**Looking for a highly challenging growth oriented position in Health Care arena to enhance the possessed coding skills and to be proven as an indispensable asset of the Organization.**

**Certified Professional Coder (CPC) from American Academy of Professional Coder ICD-10 Proficiency exam from American Academy of Professional Coders (AAPC)**

**Certified coding specialist (CCS) from American Health Information Management Association (AHIMA)**

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
| **THUMBAY Hospital,**  **Ajman, UAE** | **Insurance Medical coder** | **Dec 6th,2017 to till Date** |
| **ELICO Health services,**  **Hyderabad** | **Process Associate** | **June 20th​ ​, 2016 to July 10th,​ ​ 2017** |
| **UNITED HEALTH GROUP, Hyderabad** | **Medical coder** | **From Aug, 2014 to Jun 2016** |

**Coding Core Qualifications**

* Experienced in E/M ( Out-Patient and resubmission and denials management) Coding.
* Have overall knowledge on RCM Cycle.
* Maintained strict patient and physician confidentiality with 98% of quality and sufficient productivity.
* CCI Edits in bundling and unbundling procedures for a proper Reimbursement from the

insurance company (payers / third party) to the provider.

* Verification of administrative details of insurance claims like card numbers, insurance plans,

and approval requirements etc.

* Validate Patient Eligibility depends on Insurance Card (Covered service/Non covered Service/Self pay)
* Review and validate the accuracy of charges, including Date of service, Service provided, Rendering date, Patient identification, Insurance verification & approvals.
* **F**ace to **F**ace interaction with Physician related queries.
* Educating physicians regarding documentation of medical records.
* Manage the daily operation of the billing function to ensure that all charges are processed and billed timely and accurately as per HAAD & DHA standard protocol.
* Posted Changes & Payments \* follow-up to include appeals \*patients / Insurance accounts receivables Daily / Monthly Balancing reports.
* Acquired Pre-Authorization request for procedures and tests on daily basis ordered by attending physician.
* Re-process claims with necessary changes and justifications and submit to the payer for reevaluation.
* Have hands on experience on resolving Claims Denial Management and resubmission claims with denial analysis done on medical necessities.
* Monthly analysis of rejections to obtain relevant evidence and information regarding the rejected claims to frame precautionary measures to minimize rejections.
* Segregation of rejection as medical rejection, non-medical rejection and analyzing the denial reasons of rejected claims.
* Have experience in resolving denial codes as MNEC, DUPL NCOV, PRCE, CLAI, CODE, ELIG, BENX, TIME, AUTH, and PRCE.
* Experienced in Diagnosis Rejections, CPT Rejections.
* Well versed in CPT4, ICD-10 CM, HCPCS and Modifiers.
* Well versed in Medical Terminology and Anatomy.
* Maintaining Daily productivity reports for all coders and DNFC tracking for all the facilities.
* Good knowledge on HAAD & DHA adjudication rules.
* Capturing the prices for coded document and preparing for submission.

# CORE COMPETENCIES

* Patient Access

➢ UAE Billing Concepts.

* Charge capturing.
* Payment posting.
* Credit and collections
* Denial management

➢ Claim submission.

* Remittance analysis.
* Account receivable follow ups.

**PORTAL KNOWLEDGE MEDICAL CODING FIELD**

* Citrix
* Encoder pro
* Epic 3M 360
* Insta Coding and Billing system
* Meditech

# EDUCATIONAL CREDENTIAL

* Post-Graduation (Microbiology)from, OU 2009-11
* Graduation in life sciences (Microbiology, Biotechnology, Chemistry) from OU, 2006-09.
* Intermediate, VignanVidyalayas, 2003-05
* Secondary School of education ,2002-003

**PERSONAL DATA**

* Father​**:** ​Mr. KiranKumar,
* Mother: Mrs.Ammaji,
* Date of Birth​**:** ​06/ July/ 1987
* Gender​**:** ​Female
* Marital Status: Married
* Nationality​**:** ​Indian
* Languages Known: English, Hindi, Telugu

# DECLARATION

I hereby that the above written particulars are true to the best of my knowledge and belief.

**GNAPIKA THOTA**