

RESUME

Name : S. JOTHIPANDI B.Sc (Maths),, DRTT., CPC.

Position : Medical coder / Insurance Co-ordinator.

Contact : +971-581310908

WhatsApp : +91-9790249414

Email ID : jothipandi11@gmail.com



OBJECTIVE

To get a job and utilize my knowledge in your reputed organization that rewards loyalty, hard work, dependability as well as for my career growth.

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	BOARD OF UNIVERSITY	YEAR OF PASSING	MARKS
DRTT (Diploma in Radiotherapy technologist)	Madurai Medical College, Madurai -20.	Board of Paramedical Education, King Institute, Chennai.	2015	79%
B.Sc. (Mathematics)	Mannar Thirumalai Naicker Arts & Science College, Madurai	Madurai Kamaraj University	2010	61%
HSC	E.V.R.N.Hr Sec. School Madurai-1	State Board	2007	71%
S.S.L.C	E.V.R.N.Hr Sec. School Madurai-1	State Board	2005	81%

ADDITIONAL QUALIFICATION

COURSE	INSTITUTION	YEAR OF PASSING	PERCENTAGE OF MARKS
Certified Professional Coding	AAPC	May 2019	79%

EXPERIENCE DETAILS

S.NO	COMPANY NAME	DURATION	NO OF YEARS	DESIGNATION
1	Logix Health Solutions. Pvt Ltd.,	2019-2021	2 Years	Junior coding Specialist

NATURE AND RESPONSIBILITY OF WORK

- Reading and Analyzing patient Records.
- Determining the correct codes for patient records.
- Maintaining Patient Confidentiality and information security.
- In-depth knowledge of medical coding techniques and guidelines.
- Having adequate knowledge in Coding Technologies such as **ICD 10, CPT, HCPCS**
- Expertise in medical record review to abstract information required to support accurate **ED Facility Coding.**
- Ability to carry out a Projects from conception to completion.

OTHER WORKING EXPERIENCE

- One-year experience in APOLLO specialty hospital (Typist and Ward Secretary)
- Four years experience in GKNM hospital (**Radiotherapy Technologist**)

TECHNICAL SKILLS

- MS OFFICE (Word, Excel, Power Point)
- Typewriting – English lower (I class with distinction)

STRENGTH

- Ability to learn quickly
- Adaptive to Any Environment

PERSONAL INFORMATION

Name : **S. JOTHIPANDI B.Sc. (Maths)., DRTT., CPC.,**
Father's Name : **Mr. B. SELVARAJ**
Date of Birth : **11 Jan 1990**
Gender : **Female**
Marital Status : **Married**
Nationality : **Indian**
Languages Known : **Tamil, English**
Phone number : **+971-581310908**

DECLARATION

I hereby declare that all statements made in the Bio – data are true, complete and correct to the best of my knowledge and belief.

Place :

Yours Sincerely,

Date :

(S.JOTHIPANDI)