

# Curriculum Vitae

Krishna Priya G S



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## OBJECTIVE

Seeking a Responsible position in Health Organization, which gives me a chance to improve my knowledge, enhance my skills in the field of medical coding & enable me to strive towards the overall development of in the same field.



## EDUCATION

**BSc Zoology** from MS University in 2015

## VISA STATUS

**Visiting Visa** (20.07.2022 to 17.10.2022)

## WORKING EXPERIENCE:

### ❖ **Medical Receptionist**

#### **Vasanth 4D Scans INDIA (Jan 2020 to Aug 2021)**

- ✚ Greeting Patients professionally both in person and on the phone
- ✚ Explaining the practice procedures to new patients
- ✚ Scheduling appointments for patients
- ✚ Managed Correspondence between doctor and other office personal.
- ✚ Coordinated patient appointment scheduling for 4D Scan, Anomaly Scan, Fetal Echo, Obstetric Scan, Fetal Doppler Scan, Abdomen and Pelvic Scan
- ✚ Updated medical information and patient charts
- ✚ Handled all office accounting responsibilities.

### ❖ **Medical Receptionist**

#### **Dr. Suresh Eye Clinic INDIA (March 2017 to Nov 2018)**

- ✚ Greeting Patients professionally both in person and on the phone
- ✚ Maintained an updated database of patient information.
- ✚ Registering new patients at the surgery.
- ✚ Making sure that the medical consulting rooms and surgery is fully stocked with essential supplies.
- ✚ Worked on all department OPD, Vision and Optical i.e., Frame models and Lens power
- ✚ Strong ability to multi-task, work well under pressure and able to adapt to a daily changing atmosphere

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## **CERTIFICATION:**

**Certified Professional Coder(CPC) from American Academy of Professional coder (AAPC) in the year 2022**

**Member ID: 01972062**

- ✚ Efficient knowledge with regard to Medical Coding guidelines and coding techniques (ICD10-CM, CPT, HCPCS).
- ✚ Strong knowledge of Anatomy & Physiology and Advanced Medical Terminology
- ✚ Willing to learn new updates and procedures in science filed.

**Honours Diploma in Computer Application(HDCA) from Computer Software College in the year 2012**

## **SKILLS:**

- ✚ Familiar with MS Office.
- ✚ Familiar with all windows operating systems

## **STRENGTHS:**

- ✚ Willingness to learn, Team Facilitator
- ✚ Eagerness to Explore and Learn.
- ✚ Ability to deal with people diplomatically.
- ✚ Positive thinking, innovative thinking, quick learner

## **PERSONAL DETAILS:**

Date of Birth : 31-05-1994  
Marital Status : Married  
Languages Known : English, Malayalam & Tamil  
Address : Canary Building  
Al Nadha, Dubai UAE  
Passport No. : V1921316

## **DECLARATION:**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. Given an opportunity, I shall do the job to the satisfaction of my Employers.

**Krishna Priya G S**