

From,

Muhammed Muhsin.K.T

Sharjah- UAE

To,

HR/Manager,

Hi,

This letter to express my interest in the **Medical Coder position/Insurance Coordinator** vacancy in your esteemed institution. Based on my skills in Medical Record Coding, insurance coordinator, I am confident that I would be a great addition to your team. And I am **ready to join immediately**.

I have 8+ years' experience in ER/ED, E&M, Inpatient, Outpatient coding and multispecialty coding with ICD 10CM, ICD 9CM, ICD-10-PCS, CPT, HCPCS, DSL and CDT. I have experience in Medical Claim Auditing, Claim Approval, E-Claim Submission, Resubmission, PBM Submission, reconciliation, Insurance empanelment. I have AAPC certification- Certified Professional Coder (CPC). My educational background and skills will prove to be an effective match for your qualifications.

I graduated in Biochemistry from Calicut (2009) and completed my post-graduation in Biochemistry from Bharathiar University (2011). I would be pleased to provide you with references and any additional information you might need.

Thanking You,

Muhammed Muhsin. K.T

+971559260592

MUHAMMED MUHSIN,
CERTIFIED PROFESSIONAL CODER (CPC)

AAPC ID: 01258004

Dubai-UAE



Personal Data

Date of Birth : 09-11-1988

Sex : Male

Nationality : Indian

Marital Status : Married

Mobile No. : +97155-9260592

Email: mhdmuhsinkt@gmail.com

LinkedIn:

<https://www.linkedin.com/in/muhsinkaralikkattil/>

Languages Known:

English, Hindi, Malayalam, Tamil & Arabic (Basic)

Passport No: P8676701

Valid Till : 13/03/2027

Dubai License No: 63610519

Valid Till : 26/10/2026

Visa Status : Employment Visa

Home Address

Karalikkattil Thanduparakkal House,
Anchachavidi P.O., Malappuram Dt.,
Kerala, India-676525

CAREER OBJECTIVE

Looking for Medical Coder / Insurance Supervisor/ Insurance Manager Profession where I can utilize my knowledge, experience and overall achievements with an aim of perfection in ever job I undertake for the benefit of my organizations growth and innovative ways of administering healthcare services.

SUMMARY

I'm a certified professional coder with the AAPC (CPC), I'm young, energetic, enthusiastic, and articulate business professional with **8+ years** of experience. I am studious in learning new things and innovative in my work. I love my job like anything and it's my hobby too. I am an expert coder in E/M, emergency room coding, facility coding, office visits, HCC coding, DRG Coding, Laboratory-Radiology Coding, multispecialty coding, physician coding, facility coding, Outpatient Coding and Inpatient coding.

Experience in Eligibility Checking, pre-approvals, e-claims submission (DHPO) processes, Medical Billing and payment follow-up, insurance empanelment.

I am interested in preparing the document for the physicians, correcting and educating them towards the necessity of coding. And I'm quick grasper, good team player with a positive frame of mind. Highly motivated to learn new techniques in collaborative environment. Good data entry skills and computer proficiency.

WORK EXPERIENCE

Medical Coder & Insurance Coordinator

Medicorp Gulf Medical Clinic, Dubai

(Currently Working from September 2014)



MEDICORP
GULF
MEDICAL CLINIC

- Review outpatient medical records assigning appropriate ICD-10CM, CPT, CDT, DSL, DDC and HCPCS according to DHA guidelines.
- Maintain 100% accuracy and achieve productivity goals.
- Verify that all complicating conditions are appropriate and documented in medical records.
- Assess the accuracy of medical records documentation to ensure it supports the diagnoses, conditions, problems, or other reasons for the visit.
- Experience in Injection, infusion and hydration coding

Certification

- Certified Processional
Coder (American Academy
of Professional Coder-
AAPC).
- ID:01258004)- Active from
01/09/2013
- ICD 10 CM Proficiency

Academic Qualification

- **M.Sc Biochemistry**
*Bharathidasan College of
arts & science, April
2011(Bharathiar
University).*
- **B.Sc Biochemistry**
*Regional College of Science
& Humanities, Kizhisseri
April 2009 (Calicut
University).*
- **Plus Two**
*GHSS Vaniyambalam,
Malappuram (DT) - March
2006*
- **S.S.L.C**
*GHSS Vaniyambalam,
Malappuram (DT) - March
2004*

- Review and audit medical record and ensure the diagnosis accurately reflects the care and treatment rendered.
- Outpatient Claims includes Laboratory, Radiology, internal medicine, orthopedic, physiotherapy, cardiology, obstetrics and gynecology And Dental.
- Cardiology procedures mainly include Consultation, ECG, Stress ECG, 24 hours BP monitor, 24 Holter monitor, Echocardiography.
- Review previous laboratory and radiology reports to avoid duplicate and too appropriate claim submission.
- Coordinate with billing, submission and resubmission.
- Coordinate with approval team in order to revise the approved services.
- Provide coding and documentation advice to the Physicians, clinical and professional staff to avoid claim rejection and to increase the revenue.
- Provide Orientation and training to Coders, Reception, Accounts, Nurses, Doctors regarding insurance policies and Clinic software.
- Comfortable with handling medical coding software like Citrix, 3M & Encoder Pro. Experienced with US and UAE clients.
- Daily tracking of Resubmission based on the Remittance Advice received in DHPO. Maintain the timeline of Resubmission period to individual payers.
- Ensuring all operations work in a way to reduce the rejections with insurance companies and hence reducing the rejection rates effectively.
- Responsible for Insurance accounts reconciliation and closure process independently.
- Coordinate with Insurance Companies and finance department regarding Collection, pricing, discount and addition of new services.
- Coordinating with insurance companies for empanelment.
- Be updated about new coding rules as codes change from time to time.
- Aware HAAD and JAWDA guidelines and requirements.
- Aware DHA and HAAD adjudication rules.
- Experience in Pharmacy Benefit Management (PBM) e-prescriptions.
- Responsible for overall operational activities relating to Insurance and Software (HIS) within the clinic.

Computer Literacy

- Well experienced with Windows environment.
- MS Office.
- Conversant with internet & Email
- Typing Speed: 45 wpm

Awards

- Awarded **Star of the month & Quarterly Star** from January to March 2014 at Omega Healthcare Management Service.
- Awarded for **proficiency** during the academic year 2010-2011

M.Sc Project

- Done dissertation on **"Genetic affinities among 'Mala Muthan' and 'Muthuva' tribal population"** from Centre for Cellular and Molecular Biology (CCMB), Hyderabad.

Quality Control Analyst/Coding

Omega Healthcare Management Services Pvt. Ltd.,

Chennai, India (February 2012 to July 2014)

- Code outpatient and inpatient medical records with ICD-9CM, CPT, and HCPCS Level II Coding, processing, 200-350 charts daily and maintain 100% quality and accuracy.
- Utilize 3M, Encoder Pro software and Coding books for coding electronic and non-electronic claims.
- Expertise in Facility, Profession, Emergency department, Urgent care Coding, HCC Coding, DRG coding and inpatient coding.
- Assign most accurate IR-DRG codes based on the assigned Principal diagnosis, Secondary diagnosis & Procedure.
- Ensure all data are coded accurately and that the same reflects the service provided based on documentation.
- Performed Quality Analysis for Facility and Urgent care Coders. And educate them to improve their quality.
- Auditing the claims coded by Facility and Urgent care Coders. And provide the feedback and train the employees to minimize errors and improve performance.
- Report to Coders, Quality team lead on daily error report.
- Generate QA reports on daily basis.
- Client interaction for resolving issues related to coding denials and Billing related information also for various coding updates.

WORK TRAINING EXPERIENCE

- Worked as **Trainee Medical Coder** at **Ajuba Solutions India Pvt. Ltd., Chennai, India** (June 2011 to February 2012).
- Worked as a **Trainee Biochemist** in **City Scan centre, Manjeri, Malappuram, Kerala** from April 2009 to July 2009 with technique like Semi automated chemistry analyzer, Sodium Potassium analyzer, Semi automated CLIA analyzer, Automated DNA sequencing analyzer, etc.

DECLARATION

I hereby declare that the information furnished above is true to the best knowledge of my knowledge and belief.

Date: 25/07/2020

Place: **SHARJAH**


MUHAMMED MUHSIN