MINU S

CERTIFIED PROFESSIONAL MEDICAL CODER
MEMBER ID: 02300966

+971 505906088 📞

minusudhakaran528@gmail.com ✉

address:2699 basalamah bldg, 403 B block, 📍
Muwalieh , sharjah

PROFILE SUMMARY

Medical coding aspirant with experience in healthcare operations, provider credentialing, and claims adjudication. Skilled in handling healthcare databases, verifying patient information, and ensuring compliance with insurance regulations. Proficient in SAP software, Citrix, and automation tools for accurate data processing. Strong analytical and problem-solving abilities with a keen eye for detail. Seeking to transition into a medical coding role and apply expertise in healthcare data management.

EDUCATION

- **BSc Computer Science**
  Mercy College, Palakkad
  (June 2017 - August 2019)

- **PDCFA Accounts**
  Kerala State Rutonix, Olavakkode
  (March 2019 - June 2019)

- **12th Biology Science**
  CVM HSS, Vandazhy
  (June 2015 - August 2016)

- **SSLC**
  Cherupushpam Girls Higher Secondary School, Vadakkencherry
  (June 2014 - August 2015)

TECHNICAL SKILLS

- ICD, CPT, and HCPCS Coding
- Medical Terminology, Anatomy, and Physiology
- Health Insurance Procedures and Reimbursement
- Electronic Health Record (EHR) Systems
- Data Entry and Database Management
- SAP Software and Citrix

LANGUAGES

- English
- Hindi
- Korean
- Malayalam
- Tamil

WORK EXPERIENCE

HC & INSURANCE OPERATION SENIOR REPRESENTATIVE *(JUL 2022 - MAR 2024)*
NTT DATA

- Managed provider credentialing and enrollment processes, ensuring compliance with US healthcare regulations.
- Utilized SAP SOFTWARE, CITRIX, and automation tools like SELENIUM for claims adjudication and provider data management.
- Researched and processed US HEALTHCARE PCDM operations, resolving PYTHON requests and group drive issues.
- Accessed provider and group databases to validate patient history, including NAME, NPI, and BUSINESS ADDRESS.
- Verified SPECIALTY and TAXONOMY CODES against source documents to ensure accuracy in provider records.
- Updated and maintained all relevant documents on designated portals for seamless data management and compliance.

PROJECTS

CAR PARKING – SMART APP TO FIND AVAILABLE PARKING AREAS

- Developed a smart parking system to help drivers locate available parking spots efficiently.
- Designed to reduce traffic congestion and minimize incidents caused by overcrowded parking areas.
- Contributed to environmental protection by optimizing parking space utilization and reducing vehicle emissions.

ACHIEVEMENTS

- Attended workshop "CHIPTO NET 3.3" Conducted at Mercy college palakkad
- Attended seminar on the topic "current trends and shift in It industry

SOFT SKILLS

- Attention to Detail and Accuracy
- Analytical and Problem-Solving Skills
- Communication and Interpersonal Skills
- Time Management and Organization
- Adaptability and Willingness to Learn
- Team Collaboration and Coordination