RAHISHA O

ADMINISTRATIVE CLERK

Dubai,UAE, Dubai, United Arab Emirates

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SKILLS

ICD 10CM

CPT

HCPVS

GALLELEO

SABRE

AMEDIUS

CODING GUIDELINES

MEDICAL TERMINOLOGY AND PROCEDURES

COMPUTER SKILL

LANGUAGES

ENGLISH

MALAYALAM

HINDI

ABOUT ME

Personable and high-energy Admin Clerk with experience in hospital, clinic, and home care settings. An ambitious individual who has a demonstrated ability to address patients needs in a timely manner. Proven success in dealing with patients and families from different backgrounds. Repeated records of success, working efficiently in busy healthcare environments and achieving the highest level of patient satisfaction. Compassionate Dedicated Reliable Optimistic.

WORK EXPERIENCE

CLOUDWING ACADEMY FOR MEDICAL CODING
Kotakkal, Malappuram
Apr 2022 - Aug 2023

Coding Tutor

work with students on course material. one-on-one facilitation, small group facilitation, mentoring as well as reinforces study strategies, promotes independent learning and models positive, constructive academic behavior.

OMEGA HEALTHCARE
Bengaluru, India
Feb 2020 - Mar 2022

Medical Coder

Accounts for coding and abstracting of patient encounters, including diagnostic and procedural information, significant reportable elements, and complications.
Researches and analyzes data needs for reimbursement.
Analyzes medical records and identifies documentation deficiencies.
Serves as resource and subject matter expert to other coding staff.
Reviews and verifies documentation supports diagnoses, procedures and treatment results.
Identifies diagnostic and procedural information.
Audits clinical documentation and coded data to validate documentation supports services rendered for reimbursement and reporting purposes.
Assigns codes for reimbursements, research and compliance with regulatory requirements utilizing guidelines.
Follows coding conventions. Serves as coding consultant to care providers.
Identifies discrepancies, potential quality of care, and billing issues.
Researches, analyzes, recommends, and facilitates plan of action to correct discrepancies and prevent future coding errors.
Identifies reportable elements, complications, and other procedures.
Serves as resource and subject matter expert to other coding staff.

AKBAR ACADEMY OF AIRLINE STUDIES
Apr 2019 - Jan 2020

Office Admin

Completes clerical and administrative tasks for an office. Main duties include welcoming and directing visitors, coordinating meetings and appointments and performing clerical tasks, like answering phones and responding to emails.

NURSING HOME, PERTHALMANNA
Malapuram
Oct 2013 - Nov 2014

Nursing Assistant

Provides for activities of daily living by assisting with serving meals, feeding patients as necessary and ambulating, turning, and positioning patients; and providing fresh water and nourishment between meals.
Provides adjunct care by administering enemas, douches, non-sterile dressings, surgical preps, ice packs, heat treatments, sitz and therapeutic baths; and applying restraints.
Maintains patient stability by checking vital signs and weight; testing urine and recording intake and output information.
Provides patient comfort by utilizing resources and materials; transporting patients; answering patients' call lights and requests; and reporting observations of the patient to nursing supervisor.
Documents actions by completing forms, reports, logs, and records.
Maintains work operations by following policies and procedures.
Protects organization's value by keeping patient information confidential.
Serves and protects the hospital community by adhering to professional standards, hospital policies and procedures

EDUCATION

OMEGA MEDICAL CODING ACADEMY
Bengaluru
2021

Medical coding and billing

Apply CPT, ICD-10, and HCPCS coding guidelines to identify diagnoses, procedures, and patient medical records
Identify the procedures for patient record retrieval and reimbursement
Explain the role of a medical coder as a liaison between the health clinician and billing offices
Apply computer and information literacy skills using electronic health records software
Identify terms, facts, methods, procedures, concepts, theories, principles, and processes within medical billing and coding scenarios
Classify relationships among data and items within medical billing and coding scenarios
Recognize laws and theories, including issues relating to ethics and confidentiality
Calculate solutions to mathematical problems related to reimbursement and medical mathematics
Interpret information to make proper coding decisions
Review basic written and workplace communication skills

AKBAR ACADEMY OF AIRLINE STUDIES
Malappuram
2019

Foundation on Travel and Tourism

Advise customers on passport and visa requirements as well as on travel insurance. Promote services and facilities available to airline passengers during travel. Interpret standard industry codes to plan and reserve travel itineraries.

VINAYAKA MISSION UNIVERSITY
Selam
2017

B.Com

Focuses on commerce, economics, business law, accountancy, taxation, and financing.

SHIFA INSTITUTE OF MEDICAL SCIENCE (AL SHIFA COLLEGE OF NURSING)
Malappuram
2012

B.Sc. Nursing

Assume responsibilities as professional, competent nurses at a basic level in providing promotive, preventive, curative, and rehabilitative services.

Make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services, and conduct research studies in the areas of nursing practice. Assume the role of teacher, supervisor, and manager in clinical/public health settings.

MAJLIS HIGHER SECONDARY SCHOOL
Malappuram
2008

High school diploma

Completed Higher seconday education with science as main stream.