

RESHMA JOY

CERTIFIED PROFESSIONAL CODER



CONTACT ME

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📍 Sharjah, UAE

PERSONAL INFO

Nationality : Indian
Gender : Female
Date of Birth : 09/06/1996
Passport No. : R 3229103

KEY SKILLS

Medical Coding Expertise
ICD-10, CPT, HCPCS Coding
Coding Error Resolution
Claims Submissions & Resubmissions
Claims Approvals
Patient Scheduling & Registration
Prescription Management
Dental Billing
Medical Record Security
Accurate Code Assignments
Insurance Approvals
Healthcare Compliance

TECHNICAL SKILLS

- EMR+
 - Ms Office
- Word | Excel | PowerPoint

SOFT SKILLS

Active listening
Time Management
Effective Communication
Problem Solving
Attention to Detail & Accuracy
Teamwork & Collaboration

ABOUT ME

Certified Medical Coder with a strong foundation in medical coding principles and healthcare regulations. Experienced in ICD-10, CPT and HCPCS coding systems, with proficiency in EMR+ software to enhance coding accuracy. Skilled in reviewing medical records and ensuring compliance with healthcare standards. Eager to support billing processes, insurance claims and patient care through coding expertise. Committed to accuracy, confidentiality and continuous learning in the healthcare industry.

INTERNSHIP EXPERIENCE

- **MEDICAL CODING INTERN** **Oct 2023 - Oct 2024**
Skyline Institute Burjuman, Dubai, UAE
 - Review and analyze clinical data to assign appropriate codes for diagnoses, procedures and services rendered.
 - Assist in the preparation and submission of insurance claims to ensure timely reimbursement.
 - Support the review of claims for approval, ensuring all necessary documentation is included.
 - Maintain and update coding databases and patient records in EMS Software for accuracy and accessibility.
 - Help prepare documentation for resubmission of denied or rejected claims.
 - Stay updated on changes in coding regulations, insurance policies, and healthcare laws.

PROFESSIONAL CERTIFICATIONS

- **Certified Professional Coder (CPC)**
American Academy of Professional Coders (AAPC) | **2024**
 - **Member ID** : 02154351
 - **Score** : 86
 - **Certification in** : CPC Certified
- **International Diploma in Hospital Administration**
Transorze Academy, NSDC Certified | **2024 - Pursuing**

LANGUAGES



English



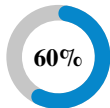
Malayalam



Hindi



Arabic



Tamil

ACADEMIC QUALIFICATIONS

● BSc Computer Science

University of Kerala, India | 2016

● Higher Secondary

State Board of Higher Secondary Education, Kerala, India | 2013

● Secondary

State Board of Secondary Education, Kerala, India | 2011

● STRENGTHS & QUALITIES

- Patience when dealing with others.
- Flexibility in thinking and operating style.
- Diligence in ensuring accuracy and quality in work.
- Encouraging and inspiring people to do their best.
- Capacity to adjust and thrive in changing environments.
- Collaborating and working well together with others.

● DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

RESHMA J