



GRESHMA MANI

CERTIFIED MEDICAL CODER

Medical Coding Specialist with 1.3 years in Surgery Coding(Mainly Gastroendoscopy and Colonoscopy) and Anesthesia. Hardworking professional applies official coding conventions and rules established by American Medical Association and Center for Medicare and Medicaid Services. Confident Medical Coder adheres to data confidentiality and privacy rules in all workflows and promotes dynamic interpersonal skills.

CONTACT ME

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EDUCATION

Bsc Chemistry

MG University

2014-2017

Higher Secondary School

Kerala State Government

2012-2014

High School

Chavara International School, ICSE

2001-2012

SKILLS

Solid knowledge of medical terminology.

Exceptional data entry skills.

Excellent multi-tasking skills.

Good understanding of ICD-10-CM and CPT procedures

Strong ability to work in a bustling medical environment.

WORK EXPERIENCE

MEDICAL CODER

2021- 2022

MedVance Health (Pvt) Ltd, Thiruvananthapuram, Kerala, India

- Perform a variety of activities involving the coding of medical records by ascribing accurate diagnoses and CPT and ICD 10 codes.
- Perform Coding for records pertaining to surgeries performed with a minimum of 96% accuracy and as per turnaround time requirements
- Exceeds the productivity standards for Medical Coding for Surgery - as per the productivity norms for inpatient and/or specialty specific outpatient coding standards
- Maintains high degree of professional and ethical standards
- Focuses on continuous improvement by working on projects that enables customers to arrest revenue leakage while being in compliance with the standards
- Focuses on updating coding skills, knowledge, and accuracy by participating in coding team meetings and educational conferences

Admin Assistant (WORK FROM HOME)

2020-2021

Austin Center for Rehabilitation, Al Nahda

- Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly
- Assist in new hires
- Implement and monitor programs as directed by management, and see the programs through to completion
- Generate memos, emails, and reports when appropriate
- Respond to questions and requests for information
- Replying to messages received and assuming other receptionist duties when needed

REFERENCES

Jyothi Subash

Teacher, CMS School

Phone: 956231308

Elias Kuriakose

Retd. Professor

Phone: 9074563412