

CURRICULUM VITAE

AAPC Certified Medical Coder/

REMYA SANDHEEP(AAPC Membership ID:01345615)

Insurance Supervisor

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CAREER OBJECTIVE

Actively seeking for the position of Certified Medical Coder / Medical scrutiny with Master of Science background for highly organized professional with strong attention to detail. Excellent data entry skills allow for accurate coding of medical information and provided care. Has an Associate's Degree in Medical Billing and Coding, Certification as a Medical Coding Specialist and 9 years of experience in coding, billing, claims scrutinizing and validating, claims processing. Familiar with DHA guidelines for Coding and Billing.

CERTIFIED MEDICAL CODER AAPC / AHIMA

- Certified Professional Coder (CPC) from AAPC.
- Deep Knowledge in coding guidelines: ICD-10-CM, CPT, HCPCS.
- Expertise in Medical Terminologies.
- Good Knowledge in E/M Coding.
- Strong Knowledge in Anatomy, Physiology & other disease processes

WORK EXPERIENCE

Organization :Ideal Diagnostic Centre

Period:September 2022 to till the date

Designation: Insurance Supervisor

Organization: PH Diagnostics

Period: June 2022 to August 2022

Designation: Medical coder (Approvals, Billing and Submission)

Organization: KIMSHEALTH GROUP DUBAI, UAE.

Period: October 2014 till July 2021

Designation: Medical coder (Approvals, Claim Submission and Resubmission)

Duties and Responsibilities:

- E-claim processing.
- Auditing and scrutiny of claims
- Analysing claims based on coding guidelines through Electronic Medical Record Software HIS
- Submission of claims through e-claim.
- Abstracting and analysing clinical information from Medical Records and Relevant documents, Translating the information's into diagnostic and procedural codes in accordance with the clinical coding.
- Ensuring coverage of claims and checking eligibility of each insurance based on their network.
- Assigning the appropriate ICD-10 CM and CPT codes to Outpatient
- Reduce the rejection rate and ensures that proper justification is given for the rejected claims.
- Internal Audit of OP, AND DAY CASE files.
- Education sessions on documentation improvements, Coding standards to doctors and other healthcare professional.

Organization: Al Musalla Mdical Center, Burdubai

Period: January 2014 till October 2014.

Designation: Insurance Coordinator.

Duties and Responsibilities:

- Submission and Preapprovals.
- Submission: Submission of claims through Electronic Medical Record Software
- Experienced in processing insurance claims and Claims submissions
- Abstracting and analysing clinical information from Medical Records and Relevant documents, Translating the information's into diagnostic and procedural codes in accordance with the clinical coding.
- Ensuring coverage of claims.
- Knowledge about insurance policies and process of the insurance companies.
- Knowledge in submissions of claims based on insurance companies and their portals.
- Analysing of Diagnosis and Procedures with correct ICD and CPT codes.
- Checking eligibility of each insurance based on their network.
- Knowledge in Insurance Billing.
- Handling multiple insurances in every month.
- Types of reports coded include: Consultations, History and Physical Reports, Laboratory Reports, Physician Orders, Procedure Notes, Progress Notes, Radiology Reports, etc.
- Coded reports in the following specialties: Internal Medicines, Orthopaedics, Dental, Dermatology, ENT, Paediatric, OB/GYN

SKILL SUMMARY

- Active Learner who can quickly understanding and articulate new technologies and processes.

- Sincere, Dedicated, Hardworking individual.
- Self-motivated.
- Ability to perform well, under pressure and stressful conditions.
- Good time management skills.
- Good interpersonal skills.

EDUCATION

- Certified Professional Coder (CPC) from AAPC Medical coding done from CIGMA Medical Coding Academy, Kochin (score 84 %)
- M.Sc Bioinformatics from Karpagam Arts and Science College from 2006 to 2008
- B.Sc Zoology from Mercy College Palakkad from 2003 to 2006

I.T EXPOSURE

- MS Office

PERSONAL DETAILS

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|-------------------|--------------------------------------|
| □ Date of Birth | : 15-11-1985 |
| □ Passport Number | : T6490099 (Expiry date: 23-06-2029) |
| □ Visa Status | : Residence Visa (Spouse sponsor) |
| □ Visa Validity | : 07-03-2023 |
| □ Marital Status | : Married |
| □ Nationality | : Indian |
| □ Languages Known | : English, Malayalam and Tamil. |

DECLARATION

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

Sharjah, UAE

REMYA SANDHEEP