SOORYA KRISHNAN
Medical Coder CPC – A

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Skill Highlights

- Computer Proficiency
- Communication
- Adaptability
- Patience
- Multitasking
- Team Work

Technical

- ICD 10 CM
- CPT
- HCPCS Level ll
- Medical Terminology
- MS Office
- Application Support
- Data Entry

Languages

English

Hindi

Malayalam

Personal Profile

Date of Birth   : 22 -11-1990
Gender   : Female
Marital Status   : Married

Professional Summary

To get employed as a Medical Coder and make use of the training given by the employer to become a professional coder and utilizing knowledge of medical terminology, medical procedures, insurance policies and background of CPT, ICD-10 CM and HCPCS Level ll coding techniques.

Experience

Medical Coder: June 2022 – July 2022

Bright Smile Medical Centre, Al Ain, UAE

- Two months experience in dental coding.
- Experience in using software's such as doctor console and shade e-clinic.
- Experience in Thiqa and Daman insurance for sending approval for some procedures through online software open jet.
- Experience in medical internal audit in timely manner.

Technical Assistant: Feb 2013 – Nov 2015

Local Self Government Department, Kerala, India

- 3 years of experience in Kerala Local Self Government Department.
- Handling 10+softwares of different sections.
- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Keeping and updating Email Register, Hardware Register and Complaint Register.
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations.
- Overseeing the maintenance of office facilities, and equipment.
- Process purchase order and delivery notes of technical equipments.
- Collecting data from each sections and sending to higher authority through spreadsheets.
- Handling administrative support, requests from members of the office team.
- Vast experience in filing and sorting of data.
- Proofreading important documents.
- Performing other relevant duties to ensure efficient operation of the department.

Education

- **CPC-A 77% (2022)**
  American Academy of Professional Coders (AAPC)

- **Bachelor of Engineering: Information Technology (2008 -2012)**
  Vinayaka Mission University, India