



SHAMNA KA

OFFICE ADMINISTRATOR AND MEDICAL CODER

CONTACTS



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shamnuzzsha@gmail.com



SHAMNA KA



Sharjah

PERSONAL

Date of Birth: **04-MAR-1999**

Gender: **Female**

Married Status: **Married**

Nationality: **Indian**

Visa status: **Spouse Visa**

EDUCATION

AAPC Certified medical coder
from American academy of
professional coder

BCOM -Taxation

From Calicut university

PERSONAL SKILLS

Good leadership qualities
Hardworking and Sincere
Decision making

COMPUTER KNOWLEDGE

MS Office (word, excel, power
point)
Tally ERP& Prime
Excellent typing skill

LANGUAGES KNOWN

English, Hindi, Malayalam &
Tamil

PROFESSIONAL PROFILE

Dedicated medical record specialist with two-year experience in health care industry and accurately managing and organizing medical documentation proficient in medical coding, ICD-10-CM, CPT, HCPCS Coding processes. Accurately coding and abstracting information.

EXPERIENCE

Medical coder in MRD at DAYA GENERAL HOSPITAL AND SPECIALITY SURGICAL CENTER, Kerala (February2023-February2024)

IP Medical Coder

- Reviews and interprets medical information, physician treatment plans, and outcomes to determine appropriate ICD/ CPT codes for diagnoses and procedures.
- Data entry coded information into electronic health records EMR or billing software systems accurately and efficiently.
- Assigning and sequencing codes accurately based on medical record documentation
- Thorough understanding of Anatomy, Biology, Pharmacology any Diseases Management
- Check insurance eligibility
- Reports missing and incomplete documentation

**CUSTOMER SUPPORT EXECUTIVE | February2022 to january2023
DAYA GENARAL HOSPITAL, Kerala, India**

- Greeting patients and answering inquiries related to patient registration
- Answering incoming calls and email in a professional manner
- Scheduling Patient appointments and follow-up visits
- Verifying insurance eligibility and benefit coverage
- Collecting and verifying patient demographic, financial, and insurance information
- Registration and billing
- Collecting cash and bank handling funds per office procedures
- Ensure customer satisfaction and provide professional customer

SKILLS

- Strong Understanding in CPT and ICD 10-CM
- Medical Terminology and anatomy
- Payment Methodologies, Surgery and Modifiers
- Coding Guidelines
- HIPAA Compliance & HCPCS level II
- Knowledge of chemistry including the safe use and disposal of chemicals
- Customer relationship, support and happiness
- Good in prioritizing the work.
- Executing the programs using the limited resources.

DECLARATION

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

SHAMNA KA