**SOLOMON CHERIAN,** BSc [N], MBA.

**Certified Professional Coder (CPC) – AAPC**

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**Career Objective**

Seeking to work in a suitable position for an organization, which provides me the opportunity to exhibit and exercise my knowledge and skills acquired through years of experience, for the benefit of the organization and to grow along with the organization's objective.

**Professional Summary**

Aim for balancing my life with direct proportion to my commitment for excellence in the following spectrums of life: the personal, academics & professional.

* **Personal** - A happy person who lives the content life & is a self- believer. Expressive in thoughts, sanctified with high energy & has positive attitude.
* **Academics** – A **degree in Nursing** as my core, with first class and a **Masters in MBA Hospital Management**. Continues to pursue the academic interest by extensive reading, sharing knowledge and as well as training juniors.
* **Professional** - Work experience of **3+ years** in Nursing as a **clinical instructor** and as a **Staff Nurse**. An experience of **6 years in Medical Coding (IP/OP/HCC/MS-DRG/IR-DRG),** currently working in the UAE.

**Professional Qualifications**

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| --- | --- | --- |
| **Institution** | **Qualification** | **Year** |
| Ambika college of Nursing, Bangalore, INDIA. | **BSc (Nursing)** | 2009 |
| Bharathiyar University, Coimbatore, INDIA. | **MBA (Hospital Management)** | 2014 |

**Certifications**

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| --- | --- | --- | --- |
| **Certification Course** | **Certification Board** | **Designation** | **Grade** |
| **CPC** | American Academy of Professional coders | Certified Professional Coder | 88% |
| **ICD 10- CM** | American Academy of Professional coders | ICD 10 Certified Coder | 93% |

**Work Experience**

|  |  |  |
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| **Organization** | **Duration** | **Role** |
| Al Garhoud Private Hospital, Dubai,UAE | **2.5 years**(22 Jan 2017- **Present**) | **Medical Coder- IP/OP Claims Processing & Audit** |
| Episource India Pvt. Ltd. Chennai, INDIA. | **3.8 years**(11 March 2013- 15 November 2016) | **Medical Coder- Team Leader** |
| International SOS, Chennai, INDIA. | **05 Months**(03 Oct 2012 – 28 Feb 2013) | **Consultant- Emergency Medical Services** |
| Sri Ragavendra Hospital, Coimbatore, INDIA. | **1 year**(04 Oct 2011 – 29 Sep 2012) | **Staff Nurse** |
| RVS College of Nursing, Coimbatore, INDIA. | **2 years**(23 Sep 2009 – 24 Sep 2011) | **Nursing Tutor-Clinical Instructor** |

**Detailing of Roles & Responsibilities**

**Medical Coder-**

* Screening Invoices for all administrative data(Patient Name, Patient No., Policy No. and validity, Payer ID )
* Screening for accuracy of Discount, Copay, patient payables and Deductibles etc.
* Screening bills for insurance Eligibility, coverage, limit, Non-Coverage etc.
* Checking completeness of information and adding missing information.
* Cross-Checking Pre-approval and ensuring correctness of the pre-approval.
* Assigning appropriate **ICD 10, CPT, HCPCS, and DRG codes**.
* Liaison with all other associated departments (Billing, Pre-approval, Nurses, Doctors, Radiology, Lab, Medical Records) to ensure smooth progress of the claim process.
* Reviewing claims, processing e-claims, generating xml files and claim submission in **DHPO**.
* Ensuring that the claim dispatch well before the stipulated time.
* Reviewing rejections- sorting out reasons and discerning acceptable and unacceptable rejections.
* Complete resubmission process, post rectification within the stipulated time.
* Maintaining record that Facilitates Submission, Re-submission.
* Keeping track on Revenue generation & revenue loss; identifying factors influencing and applying measures to curb revenue loss.

**Medical Coder- Team Leader (Operations) -**

1. **Leading the team**
	* Handing a team of 25 medical coders and claims processors.
	* Conducting effective training sessions.
	* Session to discuss and render clarification, dissipating common understanding.
	* Knowledge sharing sessions.
2. **Knowledge Management**
	* Ensuring knowledge development throughout the team
	* Creating effective tools for education and training purpose.
	* Identifying knowledge gaps and plan trainings.
3. **Process improvements**
	* Drive efficiency and productivity initiatives.
	* Improve team performance by continuous improvement measures/Ideas.
4. **Compliance**
	* Ensure adherence to external and internal quality, security & privacy standards for the team.
5. **Adding Value**
	* Drives generation and execution of ideas at an organizational level.

**Registered Nurse-**

* Treat and care for patients after major surgical procedures by monitoring vital signs, administering medication.
* Collaborate with physicians, case managers, families, and other staff members when developing a plan for care and treatment during the hospital stay
* Work as a supervisor for the unit and floor, and help train new nursing students who are completing their internship duties.
* Responded to emergencies where patients are in life-threatening conditions by following the correct procedure and maintaining a calm and effective demeanor.
* Led an initiative with the hospital to improve patient, family, and medical staff communication by conducting community workshops to facilitate suggestions
* Recognized by fellow staff as the employee of the month for several months due to strong commitment to service and quality care.

**Nursing Tutor/Clinical Instructor-**

* Strong body of nursing teaching experience
* Excellent familiarity with nursing curriculum design and development
* Superior nursing program knowledge
* Exceptional grasp of nursing teaching techniques and principles
* Outstanding classroom management skills
* High communication abilities with students from a variety of cultures
* Sound skills in building constructive ongoing student relationships

**Current Technical skills**

* ICD-10 CM, ICD-9 CM, and In-Patient DRG, CPT 4, HCPCS, DDC, DSL.
* Sound knowledge of Revenue Cycle Management.
* Strong proficiency of physician coding, in-patient and outpatient coding, IR-DRG Coding.
* Claims Submission and resubmission (IP Claims Processing) for all Major Insurances.
* Good knowledge about all Major Insurances and TPAs across UAE.

**Skills & Competencies Pursued**

* Advanced planning, analytics, decision making, influencing, and negotiating skills.
* Ability to organize optimally to deliver and support the levels of service needed for customer/stakeholder success.
* Ability to deliver internal and external communication at the management level.
* Responsible for ensuring the accurate coding and abstracting of clinical information from medical records.
* Trained in HIPPA, HITECH, HIS and Medical Record Management.

**Personal Particulars**

Applicant’s name : SOLOMON CHERIAN

Date of Birth : 30 Sept 1986

Gender : Male

Nationality : Indian

Religion : Christian

Marital Status : Married

Language Proficiency : English, Hindi, Urdu, French, Malayalam, Tamil.

Visa Status : Employment Visa

**Declaration**

I hereby acknowledge that all the Information’s given above are true and fair accordingly to my knowledge and belief. References and supporting documentations attached.

Solomon Cherian

**Date: 15/05/2019**

**Place: Dubai, UAE.**