



VIJAYALAKSHMI S

CERTIFIED PROFESSIONAL CODER

Immediate joiner – Currently living in Dubai

CERTIFIED PROFESSIONAL CODER (01867536)

- Having 8+ years of experience in E&M
- Extremely knowledgeable in Medical Coding guidelines and coding techniques (ICD-9, ICD10 CM, CPT-4, and HCPCS)
- Strong knowledge of Anatomy & Physiology, Advanced Medical Terminology
- Effective communication and interpersonal skills
- Undergone the training of IPDRG

Work Experience

- **Designation:** Senior Executive
- **Organization:** Global Healthcare Billing Partner Pvt, Ltd., Vellore, Tamil Nadu, India.
- **Duration:** September-2015- Sep 2021

Job Responsibilities

- Accurately assigned ICD and CPT codes to patient medical records.
- Reviewed patient charts and identified discrepancies in the medical documentation.
- Performed computer assisted coding (CAC) using radiology information systems.
- Interpreted medical terminology (especially related to diagnostic radiology) in order to translate it into the coding software.
- Analyzed DRG assignments using ICD-10-CM codes.
- Communicated with insurance companies regarding the updates in invoices

Work Experience

- **Designation:** Medical Coding Executive
- **Organization:** Transcode Solutions Private Limited, (Med review Technology solutions) Vellore, Tamil Nadu, India.
- **Duration:** July 2012 – September 2015

Job Responsibilities

- Records all diagnostic procedures and assigns appropriate procedure codes
- Updates coding procedures and guidelines
- Works with medical assistants and other staff in coordinating medical information and patient charts

CONTACT DETAILS

Address: 313-A Block,
Keerthi Restaurant Building
Al-Karama, Dubai

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CERTIFICATION

Certified Professional Coder (01867536)

SKILLS

- Medical Terminology
- ICD-10 CM
- CPT Coding Guidelines
- HCPCS Coding Guidelines
- AAPC Coder Software
- Anatomy/Physiology
- Excellent Problem Solver
- Microsoft word/Excel
- Excellent in communication
- Interpersonal and organizational skills

Acquired Knowledge

- Quickly develop and implement new procedures and systems and demonstrate enthusiasm, creativity and willing to assume increased responsibility.
- Skilled in dealing with a high volume of competing tasks in a fast-paced environment. Strong focus on problem-solving initiatives and quick resolution.
- Organized, efficient and precise with strong communication and liaison skills, dependable and hard working with extensive background in quality customer support.
- Quickly ascertain customer needs through research and communication and provide quality solutions.

Education Details

Academic year	Qualification	Institute/University
1998	10 th Standard	Gov.Hr.Sec.school,Thottapalayam
2000	12 th Standard	Auxilium girls Hr. Sec school, katpadi
2012	DMRT (Medical Records)	Schieffelin Institute of Health Research and Leprosy Centre (SIHRLC),Vellore

Personal Details

Husband's Name: Gopalachandran D

Date of Birth: 21.11.1982

Marital Status: Married

Nationality: Indian

Language known: Tamil and English

Declaration

I hereby declare that the above-furnished particulars are correct and true to the best of my knowledge.

Place: Dubai
(Vijayalakshmi S)