



## 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

Phone : +971-526586112

Email: vjgopal1982@gmail.com

### 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 <sup>th</sup> Standard	Gov.Hr.Sec.school,Thottapalayam
2000	12 <sup>th</sup> 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)