

# CURRICULUM VITAE

BESSY PAULOSE

SHARJAH

Near National Paint

Mob : 00971555912456

Email : paulosebessy@gmail.com



## Post Applied for MEDICAL CODER ( certified medical coder ) AAPC

### CARRIER OBJECTIVE

Hard Working and Certified Professional coder Apprentice ( AAPC) with an understanding of ICD-10-CM , CPT and HCPCS level II coding procedures seeking a position where I can fully utilize my education to become an efficient medical coder

### PERSONAL INFORMATION

Name : Bessy Paulose  
Province : Kerala  
Country : Indian  
Father's Name : Mr. T.P. Paulose  
Date of Birth : 20-05-1986  
Religion : Christian  
Marital status : Married  
Language known : English, Hindi, Malayalam, Kannada  
Permanent Address : Vellokkattil (H)  
Piravom (P.O) 686664  
Piravom  
Ernakulam Dist.  
Kerala – India  
  
Contact : 9961999878  
Land number : 04852243188

### PASSPORT DETAILS

Passport No. : P 9114270  
Date of Issue : 28-03-2017  
Date of Expiry : 27-03-2027  
Visa status : Husband Visa  
Place of Issue : COCHIN

### PROFESSIONAL QUALIFICATION

Course	Institution	Year & Percentage
Diploma in General Nursing & Midwife	Sri Gokula School of Nursing, Kolar	( 2009 ) , 66%
Post Bsc. Nursing	Faran College of Nursing, Bangalore	( 2013 ) , 67%
Medical Coding	Cigma Medical Coding Training Academy, Edapally ,	( 2017 ) , 72%

## EXPERIENCE PROFILE

- RIAZ SPECIALIST MEDICAL CENTER, SHARJAH, UAE  
Designation : Insurance Coordinator  
Period : 10/2/2019 - 22/03/2020
- AL ZAHRA HOSPITAL, SHARJAH, UAE  
Designation : Insurance coordinator  
Period : 15/09/2018 - 04/01/2019
- FIRST GULF MEDICAL CENTRE, SHARJAH, UAE  
Designation : Insurance Receptionist  
Period : 07/03/2018 - 05/5/2018
- INDRAPRASTHA APOLLO HOSPITAL , NEW DELHI, INDIA  
Designation : Staff Nurse  
Period : 22/09/2009 - 02/08/2012

## SKILL SUMMARY

- Extremely knowledgeable with regard to medical coding guidelines and coding techniques (ICD -10, CPT and HCPCS) .
- Experience in processing insurance claims, Claims submission and Resubmission.
- Performed essential duties, including respond to patient inquiries by phone and email
- Perform data entry and filling to record patient and insurance data
- Handle approval ( Mail and portal) Medical billing submission( E- Claim and papper) and resubmission through hospital information systems
- Comfortable with handling medical coding software such as INSTA and CLAIMAX.
- Strong proficiency of outpatient coding, resubmission-Denial Management
- Claim must be thoroughly reviewed to ensure that there is no missing or incomplete information
- Experienced in handling daily insurance - related task like eligibility check, pre - approvals ,varifications, etc. for OP
- Deep knowledge of Anatomy & Physiology, Advanced Medical Terminology, and Psysiology
- Managing works in the department by planning , oraganzing and directing in the hospital insurance programs

## DECLARATION

I hereby declare that the details above mentioned are true and correct to the best of my knowledge and belief. I am able to do every work for the patient successfully and sincerely. I will do my best if you are given a chance to work here.

Date :  
Place :

Bessy Paulose