

# BIO-DATA

## MUBEENA SULTANA

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## OBJECTIVE

- To obtain employment as a Medical Coder with the Metropolitan Business Solutions utilizing relevant training and great attention to detail to assist the outsourced medical facilities with their coding needs.

## RELEVANT CERTIFICATIONS:

- Certified Professional Coder (CPC) – AAPC Classroom

## MAJOR STRENGTHS:

- Highly skilled in abstracting information and assigning codes to describe each documented analysis
- Thorough understanding of anatomy, biology, pharmacology and disease management
- Strong familiarity with coding related to medicine, surgery, radiology and pathology
- Working knowledge of official coding conventions and rules established by AMA
- Demonstrated ability to liaise insurance companies regarding questions about claims
- Well versed in using computers including MS Word, Excel, Internet and Email

## SPECIAL KNOWLEDGE:

- CPT® • Code Assignment ICD-10-CM • Coding Guidelines
- Medical Terminology • Payment Methodologies • HIPPA Compliance
- Anatomy • Surgery and Modifiers • HCPCS Level II

## EDUCATION:

M.Sc.(Botany), B.Ed, CPC.

***WORK EXPERIENCE:***

- Worked as a Medical Coding Analyst in United Helth Group , hyderabad for 1 year 3 months.
- Worked as a Front Office Executive at Apollo Clinic for twenty months in 2014 to 2015.
- worked as a Botany faculty for 5 Years.

***OTHER CAPABILITIES:***

- Meticulous with paperwork and proofreading
- Excellent communication skills
- Able to comprehend common coding procedures
- Typing Speed: 60 WPM
- Computer: Word, Excel, PowerPoint, Internet, Email, Social Media
- Excellent administrating Skills