**Curriculum Vitae**

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**M. Shahul Hameed B.Sc., CPC**

Medical Coder/ Coding Officer

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# Objective:

Seeking a career in your esteemed organization for a challenging growth in medical coding field where I can afford maximum utilization and application of my broad skills and expertise in making a positive difference to the organization.

# Career Summary:

* Successfully 5 years and 4 months of experience with Knowledge of the principles of ICD-10-CM, CPT, E&M and IR-DRG Coding Guidelines
* Responsible for assigns and sequences ICD-10CM, E &M, IR-DRG, CPT and HCPS codes to diagnose procedures and special therapy or procedures in accordance with policies and procedures and within the guidelines of the Health Authority
* Evaluates medical record documentation and coding to optimize reimbursement by ensuring diagnostic and procedure codes and other documentation accurately reflect and support the emergency, inpatient and outpatient visit and to ensure that data comply with legal standards and guidelines.
* Analyzes provider documentation to assure the appropriate Evaluation and Management levels are assign using the correct CPT, IR-DRG, E&M and HCPCS Codes.
* Provides Coding guidance to physicians and other departmental staff in identifying and resolving issues or errors, such as incomplete or missing records and documentation, educates and advises staff on proper code selection, documentation, procedures and requirements.
* Continuously assess for area of improvement and develop plans and evaluation criteria for such.
* Maintains confidentiality of patient records.

# Skills:

* Proficient in ICD-10 CM, CPT , IR -DRG system, HCPCS
* Strong clinical assessment and coding skills
* Depth Knowledge in Human Anatomy and Physiology, Medical terminologies
* Highly skills in use of coding software Encoder Pro ,3M
* Expertise in emergency department coding

# Educational Qualification:

Degree - Bachelor of Science in Microbiology

College - Sadakathullah Appa College

University - Manonmaniam Sundarnar University

Year of Completion - April 2008

# Work Experience:

1. **Senior Medical Coder**

Emirates International Hospital, Al Jimi, Al Ain

Since March 2018

**Job Responsibilities**

* Verified and abstracted all medical data to assign appropriate codes for hospital outpatient, Emergency department, Day case and Inpatient IR -DRG for various medical insurance as per HAAD adjudication rules and coding guidelines
* Giving Orientation to the Physicians to apply the appropriate documentation as per the confirmed diagnosis and procedures.
* Ensure all the reports with accurate documentation and fixing the documentation deficiency with the concern physician.
* Providing the appropriate ICD, CPT and procedural codes for OP, Day case, IR DRG to Pre-authorization team.
* Expertise in processing different specialty claims such as ENT, orthopedics, internal medicine, pediatric, obstetrics-gynecology and surgery.
* Verifying the Rejected claims with the appropriate coding and sending for resubmission

1. **Medical Coder**

Global Healthcare Billing Partner Pvt Ltd, Chennai

From September 2014 to January 2018

**Job Responsibilities**

* Assigning appropriate ICD 9,10 CM and CPT , HCPCS, Level - III codes as per coding guidelines and regulations
* Observing the quality parameters regularly and ensuring that the quality of coding work is maintained at a higher rate.
* Auditing the charts for new coders and given feedback to them
* Maintaining the client guidelines and updates information while coding
* Search for Information in case of complexity

# Certifications:

* **Certified Professional Coder (CPC)**

Certification Body – AAPC

Member ID – 01500732

# Personal Strength and Attributes:

* Enjoy both working independently and as a team player depending upon the requirements of the assignment
* Have excellent written, oral and interpersonal communication skills
* Achieving tasks within time and Quick learner
* Prioritization of work requirements and meaningful completion
* Ability to get along very well with colleagues
* Punctuality and Dedicated in Work

# Personal Information:

Nationality : Indian

Religion : Islam

Date of Birth : 17/04/1987

Marital Status : Married

Passport No : S6663564

Date of Passport expiry :10/09/2028

Permanent Address : Arampannai, Tuticorin, Tamilnadu.

Current Address : Town Centre, Al Ain.

# Languages known:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** | **Listening** |
| English |  |  |  |  |
| Tamil |  |  |  |  |
| Malayalam |  |  |  |  |
| Arabic |  |  | Beginner | Beginner |

# Declaration:

I hereby acknowledge that all the information given above is true to the best of my knowledge and belief.

**Place:**

**Date:** **M Shahul Hameed**