

ANUMOL DAVIS

RECEPTIONIST

CONTACT

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- 📍 Bawazir Building Al Nadha Sharjah

PROFILE SUMMARY

Certified Professional Medical Coder(CPC) with experience in physician's offices and ambulatory centers. Adept in assigning accurate Evaluation and Management (E&M) codes. ICD diagnoses , current procedural terminology (CPT) and Healthcare Common Procedure Coding System(HCPCS) for all outpatient encounters.

EDUCATION

2024

CERTIFICATION

- AAPC Certified Medical Coder

2015-2018

MG UNIVERSITY

- B.com (Finance & Taxation)

WORK EXPERIENCE

INSURANCE COORDINATOR CUM RECEPTIONIST

2023

Morning Star Medical Centre

- Contact insurance companies regarding unprocessed claims
- Prepare insurance documents and application and insurance verification.
- Verify treatment plan for patients.
- Assign insurance plan accurately
- Collect client feedback
- Handle patient's queries regarding unpaid claims.
- Customer service and assistance

DATA ENTRY OPERATOR

2020-2022

National Health Mission

- Scan document and print files when needed.
- Keep documents confidential.
- Respond to queries for information and access relevant files.
- Review data for deficiencies or errors correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.

SKILLS

- Medical Coding
- Medical Terminology
- Data Entry
- Knowledge of Medicaid and Medicare
- Knowledge of EMR
- Ability to work in team
- HIPPA and HCPCS

CERTIFICATES

2022 - Diploma in Hospital Administration (TUV SUD)

2024 - Certified Professional Coder (CPC)

LANGUAGES

- English
- Malayalam
- Hindi