



# ANU KUNJUMON

**AAPC CERTIFIED MEDICAL CODER**

**AAPC ID:**

**anukunjumon1995**

**Member ID: 02027199**



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Rolla, Sharjah, UAE

## PERSONAL DETAILS

**Nationality:** INDIAN

**Gender:** Female

**Marital Status:** Married

**Visa Status:** Family Visa

## EDUCATION

**Medical Coding and Billing**

*Cardea Healthcare Solution,*

*Perinthalmanna, Kerala*

2022 - 2023

**Master of Arts (M.A.) in English**

**Language and Literature**

*University of Kerala*

2020 - 2022

**Bachelor of Arts (B.A.) in English**

**Language and Literature**

*University of Kerala*

2017 - 2020

## PROFESSIONAL SUMMARY

Certified Professional Coder (CPC) with a strong foundation in medical coding principles and a proven ability to accurately assign ICD-10, CPT, and HCPCS codes across various medical specialties. Adept at reviewing and abstracting clinical documentation to ensure accurate billing and regulatory compliance. Skilled in utilizing EHR systems and coding software to streamline workflows and minimize claim denials. Known for attention to detail, strong analytical skills, and maintaining a high level of confidentiality and accuracy in all coding practices. Committed to continuous learning and staying current with industry updates and coding guidelines.

## PROFESSIONAL EXPERIENCE

### Al Afiah Health Care Services, Ajman, UAE (medical coder)

Al Afiah Specialized in healthcare revenue cycle management—supporting clinics, hospitals, and medical practices to streamline their financial and administrative operations.

- Experienced in claims submission and denial management, ensuring timely and accurate billing processes.
- Proficient in pre-authorization and eligibility verification, with a strong understanding of insurance protocols and payer requirements.
- Skilled in outpatient coding, utilizing platforms such as E-claim and Riayati systems to ensure compliance and accuracy.
- Demonstrated expertise in medical record abstraction and coding in Clinisoft software
- Experienced in managing specialist approvals and claims submissions, ensuring proper documentation and timely follow-ups.

### MEDICAL CODER CLARUS RCM- May-Nov 2023

#### Roles&responsibilities

- Assigned appropriate medical codes to diagnoses, procedures, and services using ICD-10-CM, CPT codes, and HCPCS Level II coding systems.

## LANGUAGES

### English

Fluent

### Malayalam

Fluent

### Hindi

Advanced

### Tamil

Advanced

- Conducted thorough reviews of medical records to ensure accuracy and completeness of coding, adhering to all regulatory guidelines and compliance standards.
  - Applied official coding conventions and rules from the American Medical Association and Centers for Medicare and Medicaid Services (CMS) to assign diagnostic codes.
  - Reviewed outpatient records meticulously, interpreting documentation to identify diagnoses and procedures accurately.
  - Analyzed patient charts comprehensively to gain a better understanding of health histories, diagnoses, and treatments.
  - Maintained a high level of coding accuracy, consistently meeting or exceeding department quality&productivity standards, aiming for 98% accuracy or above
  - Scrutinized medical record documentation to select appropriate coding sequences, ensuring precision and compliance.
  - Maintained up-to-date knowledge of coding guidelines, regulatory changes, and industry trends to ensure accurate, compliant, and current coding practices.
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## KEY SKILLS

- Insurance Coordination.
  - Supervision and Leadership.
  - ICD-10-CM and CPT codes.
  - Patient Care.
  - Medical Claims Coding.
  - Medical Billing Experience.
  - Project Management.
  - Training&Mentoring.
  - Medical Terminology.
  - Time Management.
  - Critical Thinking.
  - Problem Solving.
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## PROFESSIONAL SKILLS

- Strong organizational skills with the ability to effectively plan and structure work.
- Excellent time management skills, with the ability to prioritize tasks and manage information efficiently.
- Adaptable to new environments, systems, and procedures with a quick learning curve.
- Effective communication and writing skills, capable of

delivering clear and accurate information.

- Proficient in Microsoft Excel, including data analysis and spreadsheet management.
  - Hands-on experience with medical coding software and familiarity with coding standards.
  - Exceptional analytical and problem-solving abilities, with a focus on accuracy and efficiency.
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## **DECLARATION**

I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.

ANU KUNJUMON  
SHARJAH, UAE