



RESHMA S NAIR

MEDICAL CODER

- +971 524599565
+971 569644585
+91 9895847979
- ✉ mailtoreshmasnair2017@gmail.com 📍 Kerala, India

EDUCATION

- 2023 **MEDICAL CODING | 91.00%**
- Cigma Medical Coding Academy, Ernakulam, Kerala, India
 - Completed course with AAPC Certification
- 2022 **M.SC. BOTANY | First Class with Distinction, 91.00%**
- Fatima Mata National College, Kollam, Kerala, India
- 2020 **B.SC. BOTANY | First Class with Distinction, 90.01%**
- Fatima Mata National College, Kollam, Kerala, India
- 2017 **HIGHER SECONDARY | First Class with Distinction, 87.25%**
- G.H.S.S Anchalummood, Kollam, Kerala, India
- 2015 **SSLC | First Class with Distinction, 95.00%**
- G.H.S.S Anchalummood, Kollam, Kerala, India

CERTIFICATIONS

MEDICAL CODING

- Cigma Medical Coding Academy, Ernakulam, Kerala, India
- Completed course with AAPC Certification, Score: 91.00%
- AAPC Member ID: 02085663

PROFESSIONAL SUMMARY

Certified and detail-oriented Medical Coder **with 1.5 years** of experience and strong expertise in ICD-10-CM, CPT, and HCPCS coding systems. Skilled in accurately coding and abstracting patient information, reviewing medical records, and ensuring compliance with HIPAA regulations and healthcare guidelines. Proficient in Electronic Medical Records (EMR) management, Medicare, Medicaid, and private insurance claim processes. Known for excellent analytical, organizational, and time management skills, with the ability to collaborate effectively with healthcare teams to maintain accurate and efficient documentation.

KEY SKILLS

- Team Work
- Work Ethic
- Decision Making
- Problem Solving
- Organization skills
- Stress Management
- Interpersonal ability
- Attention to Detail
- Quick Learner
- Multitasking
- Analytic Skills

WORK EXPERIENCE

MEDICAL CODER | April 2024 – September 2025
CORROHEALTH PRIVATE LIMITED, KOCHI, KERALA, INDIA
KEY RESPONSIBILITIES

- Accurately reviewed and assigned ICD-10-CM, CPT, and HCPCS Level II codes to patient records in compliance with current coding guidelines.
- Conducted detailed chart reviews to identify missing, incomplete, or inaccurate documentation.
- Interpreted medical terminology, diagnoses, and procedures to ensure precise coding for billing and reimbursement purposes.
- Collaborated with physicians, nurses, and administrative staff to resolve coding discrepancies and improve documentation quality.
- Ensured compliance with HIPAA laws, CMS regulations, and payer-specific requirements.
- Utilized Electronic Medical Records (EMR) systems for accurate data entry and record management.
- Supported Medicare and Medicaid billing processes, reducing errors and improving claim submission efficiency.
- Maintained high accuracy and productivity while adhering to flexible shift schedules, including overtime and weekends.

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operations	★★★★★
Internet & Email	★★★★★

PROFESSIONAL SKILLS

- Medical Coding
- Medical Terminology Interpretation
- Electronic Medical Records (EMR) Management
- Billing & Insurance Knowledge (Medicare, Medicaid, Private Insurance)
- Documentation Review & Validation
- Regulatory Compliance (HIPAA, CMS Guidelines)
- Data Accuracy & Quality Assurance
- Claim Processing & Revenue Cycle Management

LANGUAGES KNOWN

English	<div style="width: 100%;"></div>	100 %
Malayalam	<div style="width: 100%;"></div>	100 %
Tamil	<div style="width: 85%;"></div>	85 %
Hindi	<div style="width: 60%;"></div>	60 %

INTERESTS



Songs



Travelling



Reading

REFERENCE

- Available upon request

PERSONAL STRENGTHS

- COMMUNICATION:** Strong interpersonal, verbal, and written skills; effective problem-solving and active listening with healthcare teams.
- SERVICE ORIENTATION:** Deliver accurate, timely coding services with patience, attentiveness, professionalism in healthcare interactions.
- ORGANIZATION:** Prioritize coding tasks, manage medical records efficiently, and meet deadlines for accurate claim processing.
- COMPLIANCE MANAGEMENT:** Review medical documentation, identify discrepancies, and ensure adherence to coding standards and HIPAA regulations.

CORE COMPETENCIES

- Proficient in ICD-10-CM, CPT, and HCPCS Level II coding systems, ensuring accurate assignment of medical codes.
- Skilled in medical terminology and documentation review, with the ability to accurately interpret and validate patient records.
- Experienced in Electronic Medical Records (EMR) management, including data entry, retrieval, and maintenance of patient records.
- Knowledgeable in billing and insurance processes, including Medicare, Medicaid, and private insurance claims.
- Strong understanding of regulatory compliance, including HIPAA laws and patient confidentiality requirements.
- Committed to data accuracy and quality assurance, ensuring precision in coding and overall record management.

PERSONAL DETAILS

Gender	: Female
Date of Birth	: 01/05/2000
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Manjanamkuzhi veedu, Mathilil,P.O.Kollam , Kerala.Pin: 691601 Kerala, India

PASSPORT DETAILS

Passport Number	: V7942565
Date of Expiry	: 20/03/2032
Place of Issue	: Trivandrum

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RESHMA S NAIR