

SHAHANA P K



HEALTH CARE ADMINISTRATION AND MEDICAL CODER

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PROFESSIONAL SUMMARY

Certified Medical Coder and health care professional experience in approvals, billing and administration. Seeking to leverage coding guidelines knowledge and strong analytical skills to implement smooth coding service at health care organization.

SKILLS

- Medical Terminology
- Familiar with CPT, ICD-10-CM, HCPCS level II codes.
- Abstracting information from medical record
- Identifying diagnoses and procedures.
- Familiar with billing and submission of claims
- Microsoft Office expertise
- Familiar with podiatry medical coding.
- Analyse and interpret medical records and data.
- Records management
- Executive presentation development
- Auditing skills

WORK HISTORY

March 2021 to present

Pharmacy Auditor and Resubmission Analyst

Burjeel Hospital LLC

Al Najda street

Abu Dhabi

- Consistently complies with Burjeel policies, procedures and practices.
- Analyzing the card by verifying the coverage limit, validity of the card, co-pay, deductibles and standard exclusions as per the network.
- Assign codes to diagnosis and consumables using ICD and HCPCS codes.
- Reports missing or incomplete documentation and rejections.
- Verifying each denial codes, justifies and resubmit the claims.
- Conduct audits to decrease instances of fraud and increase compliance as per regulations.
- Reviewing the prescription drug claims, consumables whether dispensed correctly as per approval and prescription.
- Reporting to insurance manager for claim submission
- Preparing sales report of Advance care equipment sales.
- Participating inventory management process.
- Management of Advance care medical equipment refund, billing and authorization process.
- Determine the reasons for denied claims and resubmits or follow up with insurance companies

August 2019 – November 2020
Medical Coder Cum Insurance Coordinator
United American Management Services
Abu Dhabi

- Responsible for abstracting, coding and sequencing the classification of medical procedures, diagnosis and treatment.
- Coding claims related to Psychiatry, Psychology and rehabilitation.
- Ensuring correct billing and proper collection of deductible and co-insurance from the patient.
- Ensure high level of patient data confidentiality.
- Query the physician for clarification and additional documentation prior to code assignment.
- Have experience in handling Unicare and Elite System software.
- Handling claim submission, resubmission and rejection.
- Communicating with the insurance companies and patients when required.
- Evaluate check claims with regards to eligibility, Pre-Authorization, insurance terms and conditions

January to July 2019
Medical Documentation Cum Quality Executive
VALTO Digitalization for Emirates Hospital & clinic- Cosmo surge,
Abu Dhabi

- Documentation of medical records and documents.
- Analysis and interpretation of digitalized files.
- Quality checking of files include indexing, editing and bookmarking
- Monthly and weekly auditing of digitalized medical records.
- Weekly submission of auditing report to hospital medical records department and VALTO

EDUCATION

2020

Patient Safety and Quality Improvement from Johns Hopkins University.

2019

Medical Coder AAPC Certified -Member ID 01746126

2015

MHA: Hospital Administration

School of Medical Education | Kottayam, KERALA

2012

Bachelor of Science: Microbiology

Safi Institute of Advanced Study (SIAS) | Vazhayur, KERALA

ADDITIONAL INFORMATION

Nationality: Indian
Date of Birth: 23th April 1990
Driving Licence: United Arab Emirates & India
Passport NO: **P3448489**
Visa Status: Spouse Visa

REFERENCE

REFERENCE AVAILABLE UPON REQUEST

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

SHAHANA P K