


SHABANA O P

MEDICAL CODER - MEMBER ID: 01996244

Dubai, UAE - Visa status: Spouse Visa - LinkedIn Profile 

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SUMMARY

Certified Medical Coder with proven expertise in ICD-10-CM, CPT, HCPCS Level II, and end-to-end Revenue Cycle Management (RCM). Experienced in inpatient, outpatient, and physician coding with a thorough understanding of insurance claim processing, denial management, and medical billing compliance. Skilled in using leading coding platforms including 3M Encoder, Codify, Epic, and Medisoft. Well-versed in DHA, HAAD, MOH, and HIPAA regulations. Committed to maintaining coding accuracy, improving documentation quality, and supporting reimbursement integrity in dynamic healthcare environments.

PROFESSIONAL EXPERIENCE

01.10.2025 – Present

Medical Coder Intern at International Modern Hospital Dubai, United Arab Emirates

- Reviewing and approving outpatient claims:
Ensuring accuracy and compliance with coding guidelines and regulations.
- Verifying coding accuracy: Reviewing outpatient claims for correct coding, including CPT and ICD-10-CM codes.
- Ensuring compliance: Adhering to coding guidelines, regulations, and payer requirements.
- Analyzing and resolving coding issues: Identifying and resolving coding discrepancies or complexities.
- Collaborating with coding teams: Working with coding staff to provide guidance and support.
- Staying updated on coding guidelines: Maintaining knowledge of coding changes, updates, and new guidelines.
- Conducting quality reviews: Performing audits to ensure accuracy and compliance.

Junior Medical Coder, Clarus RCM, Coimbatore, India

October 2023 – February 2025

- Accurately assigned ICD-10-CM, CPT, and HCPCS Level II codes based on medical records.
- Conducted thorough chart reviews and documentation validation for audit readiness.
- Collaborated with physicians to resolve coding discrepancies and ensure correct code assignment.
- Processed insurance claims, handled denials and resubmissions, improving revenue outcomes.
- Used coding platforms like Codify, 3M Encoder, and Epic for coding efficiency and accuracy.
- Ensured strict adherence to DHA, HAAD, MOH, and HIPAA compliance guidelines.

EDUCATION & CERTIFICATIONS

Medical Coding & Billing Certification (AAPC – 72%) Arown Academy, India	2022
Bachelor of Commerce (B.Com) University of Calicut, India	2018 - 2021
Higher Secondary Education GHSS Avala Kuttoth, India	2016 - 2018

KEY SKILLS & EXPERTISE

Core Coding Competencies

- ICD-10-CM, CPT, HCPCS Level II Coding
- Inpatient & Outpatient Medical Coding
- Physician & Specialty Coding
- CPT Modifiers & Coding Audits
- HCC Risk Adjustment Coding
- Diagnosis & Procedure Code Assignment
- DRG & E/M Level Coding

Compliance & Regulations

- HIPAA, DHA, HAAD, MOH Guidelines
- Medical Billing and Documentation Compliance
- Denial Management and Appeal Preparation
- Insurance Claims & Reimbursement Review
- CMS & AAPC Coding Standards

Software & Tools

- 3M Encoder
- Codify by AAPC
- Epic EHR System
- Medisoft
- Microsoft Office Suite (Excel, Word)

Additional Skills

- Strong Knowledge of Anatomy & Physiology
- Medical Terminology Interpretation
- Clinical Documentation Improvement (CDI)
- Communication & Provider Querying
- Analytical Thinking & Attention to Detail

SOFT SKILLS

- Strong Analytical & Problem-Solving Skills
 - Effective Communication & Teamwork
 - Time Management & Multitasking
 - Accuracy & Attention to Detail
 - Professional Ethics & Integrity
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LANGUAGES

- **English** – Fluent
 - **Malayalam** – Native
 - **Tamil** – Fluent
 - **Hindi** – Beginner
 - **Arabic** – Beginner
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DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Shabana O P