

CONTACT

PRASOON V V

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OBJECTIVE

Dedicated and certified professional coder with extensive experience in medical coding, insurance coordination, and healthcare administration. Proven track record of managing multiple roles efficiently, ensuring accuracy in medical records, and staying updated with industry guidelines. Seeking a challenging position to leverage my expertise in ICD and CPT coding, insurance claims, and patient care, while contributing to the continued success of the healthcare industry.

SUMMARY

- Certified Professional Coder (CPC) with 6+ years of experience in medical reception, insurance coordination, and medical coding. Proficient in ICD-10, CPT, anatomy, and physiology. Skilled in Microsoft Office, OpenOffice, and electronic medical records.

EXPERIENCE

11/Feb/2022 -
Present

- **Insurance Coordinator**
Jupiter Al Nahda Polyclinic, Dubai
 - Taking Pre- authorizations, Referral, Claim Submission and Resubmission.
 - Address claim issues, thoroughly review patient and insurance records, and gather additional information from healthcare providers to ensure accurate billing.
 - Receptionist Duties

Dec/2016 -
Jan/2021

- **Receptionist/ Insurance Coordinator**
Vcare Polyclinic , Al Nahda, Dubai
 - Receptionist Duties
 - Patient Registration
 - Cash Handling
 - Healthcare Administration
 - Insurance Approval

Jul/2014 -
Jun/2016

- **PHP Developer**
Lok Solutions, Kannur, India
RDBMS Driven PHP Projects In Windows and Linux Platform

Jul/2011 - Jul/
2014

- **Software Programmer**
VmSoft , Kannur , India
Open source Development mainly In PHP and OpenErp

CERTIFICATION

- **Certified Professional Coder (CPC)**
American Academy of Professional Coders
Score: 86 %
AAPC Member I D: 01922073

EDUCATION

2010

- **CUSAT**
B-Tech Computer Science
59 % Marks

2006

- **Kerala State Board**

Plus Two
69% Marks

2004

- **Kerala State Board**
SSLC
80% Marks

SKILLS

- **Certifications**
 1. Certified Professional Coder (CPC), American Academy of Professional Coders (AAPC).
- **Medical Coding Skills**
 1. ICD-10 (International Classification of Diseases)
 2. CPT (Current Procedural Terminology)
 3. Anatomy and Physiology
 4. Medical Records Analysis and Review
 5. Coding Guidelines and Regulations Compliance
- **Administrative Skills**
 1. Medical Reception Management
 2. Patient Scheduling and Management
 3. Cash Handling
 4. Data Entry and Accuracy
- **Insurance**
 1. Insurance Verification and Authorization
 2. Claim Submission and Re-Submission
 3. Insurance Approval
- **Software Proficiency**
 1. Microsoft Office (Word, Excel, PowerPoint, Outlook)
 2. OpenOffice
 3. Windows and Ubuntu OS
 4. AI Tools(Chat GPT, Copilot, Meta etc.)
- **Interpersonal Skills**
 1. Excellent Communication and Customer Service
 2. Teamwork and Collaboration
 3. Time Management and Organization
 4. Problem-Solving and Adaptability
 5. Patient Confidentiality Maintenance

LANGUAGES

- English
- Malayalam
- Hindi

PERSONAL DETAILS

- Date of Birth : 12/04/1989
- Marital Status : Married
- Nationality : Indian
- Gender : Male
- Visa Status : Employment Visa
- Email : mc.prasoonvv@gmail.com

INTERESTS

- Reading Books & Watching Movies

REFERENCE

- Available upon request