**P.SHEELA**

Qtr No 449/5 Military Quarters, Defense Colony Main Road, Ekkatuthangal (Post) Chennai-600032 Mail id: sheelass011@gmail.com

Mobile: 7397096626



**Carrier objective:**

To expand upon my career as health care professional in an exciting position in Medical coding field bringing my medical acumen, strong attention to detail and personal attributes of enthusiasm and motivation to grow into the organization.



**Professional Synopsis**

* Total experience of 2.7 (12/2016 to Till date ) years in healthcare sector.
* Expertise in medical coding and demonstrated abilities in the medical coding.
* Proficient in managing & leading team for running successful process operations.
* Excellent communication & interpersonal skills.
* Ability to educate physicians on Medical coding and its importance.
* Responsible for evaluating medical record documentation to ensure that diagnostic and procedural codes accurately reflect and support the medical necessities.
* In-depth knowledge of coding techniques and guidelines (CPT, ICD-10-CM, IV Infusion, Injection, Hydration and CMS regulations).
* Sound knowledge of medical terminology and abbreviations, anatomy, physiology.



**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution** | **Year** | **Percentage** |
| B.Sc  (Biotechnology) | VIT University, Vellore. | 2007-10 | 67 |
| 12th Standard | N.K.M. Higher Secondary School, Vellore | 2006-07 | 60 |
| 10th Standard | N.K.M. Higher Secondary School, Vellore | 2004-05 | 75 |



**Miramed Ajuba Solutions Private Limited, Chennai, India – Dec 2016 to Till date*.***

**Designation**: Medical Coder

**Profile:-**

* 2years 6-month experience in Medical coding field
* Hands on experience in Emergency Department Coding (Professional and Facility), Outpatient and Observation Coding.
* Processing up to 160 electronic health records daily while maintaining 98% accuracy and achieving productivity goals.
* Assigning work for the medical coders in terms of not affecting TAT, Work volume received and Manpower availability and quality aspects.

* Compiling and maintaining client side and internal feedbacks in order to circulate it to the team members on daily basis.
* Performed coding and auditing emergency department physician and facility coding diagnosis and procedures using ICD-10-CM and CPT
* Experience in Internal audit and send feedback based on the audit report.
* Motivating and improving the morale of the team.
* Update the team regarding quality issues if any and areas of concern to help eliminate repetition of errors.



**Related Skill Sets:**

* Very efficient in Citrix, VM Ware Software, Microsoft Office Software, including Word, Excel.
* Able to type 40+ wpm.
* Effective communication and interpersonal skills.
* Get adapted to new places and get cross-training on new domains very easily within a short span of time.

**PERSONAL DETAILS:**

Name : Sheela

Father Name : Pichandi U

Date of Birth : 02-07-1990

Age : 28

Sex : Female

Marital Status : Married

Nationality : Indian

State : Tamil Nadu, Chennai

Languages Known : English and Tamil

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

**Place:** Chennai **SHEELA P**