Curriculum Vitae

# BESTHA CHANDRA SEKHAR

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Objective:

I am writing to express my interest in your current opening for healthcare professional at your organization. Please accept my resume for your consideration. With 8.6 years of experience in Medical coding profession my comprehensive expertise allows me to contribute with greatest success. I am confident that my contributions would be a valuable asset.

I am adept at US Healthcare process and good knowledge of Radiology, Denials, E&M – Home Health guidelines, EHR, ICD-10-CM Coding. My resume which I have enclosed for your review, contains additional details about my professional expertise. I look forward to the opportunity to meet with you to discuss the qualifications I would bring to your organization.

Work experience:

I had 8.6 years’ experience in Radiology department as follows 1 year 4 months experience in e4e Healthcare Business Solutions Pvt. Ltd, 6 months experience in QBSS Pvt. Ltd at Chennai, 1 year 2 months experience in OMEGA Healthcare business solutions Pvt. Ltd, Chennai, currently working as a Team Coach at INFINX Services Pvt. ltd, Hyderabad from November 2015 to till date.

* **CERTIFICATION**: Having **AAPC** certification in **COC** (certified outpatient coder)

**Designation: Team Coach – Radiology Specialty**

TEAM COACH (Acting TL) January 2019 – present  
Functions as a role model for staff.  
Responsible for overseeing the day-to-day operations of the team, distributing the workload evenly amongst staff and making sure motivation and performance levels are maintained. Handled 3 projects in Radiology dept. as an Acting Team leader. Worked as a Trainer for new members at another delivery center.

**Roles & Responsibilities:**

* Allocating to people based on daily morning inventory.
* Training new team members.
* Acting as a resource for other staff members.
* Managing team performance and progress.
* Enforcing all company approved policies and procedures.
* Constantly looking for ways to improve processes.
* Monitoring the performance of junior staff.
* Completing team-related paperwork.
* Implementing new initiatives and making sure all staff understand them.
* Taking action to correct and staff shortcomings.
* Managing and monitoring staff attendance.
* Giving prompt and accurate information on individual staff member performance.
* Conducting daily team meetings in regards of Updates, Quality, Productivity areas.
* Ensuring a clean, safe and friendly working environment.
* Sharing to EOD Production report to senior managers and higher management.
* Conducting meetings and working closely, Communicating with team.
* Attending Client calls and preparing MOM at the EOD.
* Educating the coders and auditors on updates of ICD 10 CM and CPT guidelines.

**KEY SKILLS AND COMPETENCIES**

**Supervising Skills:**

* Ability to manage through others.
* Ability to work well with all levels of the organization.
* Superb coaching and mentoring skills.
* Prioritizing important tasks and ensuring they get done first.
* Excellent oral and written communication skills.
* Ability to follow and comprehend complex instructions, short correspondence, and memos.
* Able to quickly identify problems.
* Proficient with MS Office and various other forms of technology.
* Improving product quality and customer communications.
* Conducting one to one session for low performer coders and educating on their gray areas.

**Personal Skills:**

* Able to speak to both decision-makers and junior staff in a tactful and sensitive manner.
* Establishing good working relationships with colleagues.
* Ability to negotiate and influence.
* Integrity, humility and an entrepreneurial attitude.
* Friendly and upbeat attitude.

**AREAS OF EXPERTISE**

* Supervising Staff
* Completing Paperwork
* Managing Processes
* Conflict Management
* Handling Complaints
* Staff Motivation
* Decision Making

**Educational Qualification:**

* B.Pharmacy from JNTU Anantapur University (Andhra Pradesh), 2008-2012 with 67.89%.
* Intermediate, A.P.R. junior college, Gyarampalli, Chittoor passed with 77.6% in 2008.
* SSC, A.P.R School, Pattikonda Passed With 68.5% in 2006.

Personal Details:

* **Date of Birth** : 01/11/1990
* **Father Name** : B. Pedda Laxmanna
* **Nationality** : Indian
* **Marital Status** : Married
* **Languages Known** : English, Telugu and Tamil
* **Present Address** : H. No: 1-53,Ganjahalli(v)(p),Gonegandla (m),Kurnool(d),

Andhra Pradesh(s), Pin Code: 518463.

Declaration:

I hereby declare that all the information mentioned above is true to the best of my knowledge. Place:

Date: Bestha Chandrasekhar