



Minal Vikram Sonawane

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PROFESSIONAL SUMMARY

- Professional Medical Coder with one and half year of experience in EM office visits.

Facility coding

- Extremely knowledge with regards to Medical Coding Guidelines, Process and RCM.Has extensive knowledge in coding techniques (ICD-10, CPT-4, HCPCS).
- Managed EM OP clients effectively and always maintained client
- Extensive knowledge of medical terminologies across a broad range of medical practice areas.
- Accomplished Coder who maintains a highly productive, efficient and quality – driven.
- Consistently maintained a 95% medical coding accuracy and also maintained a steady daily production.
- Strong understanding of various coding classification systems.
- Assign accurate **CPT** and **ICD 10 CM** codes and Modifiers.
- Sustaining effective communication with the superior coders with a view to get acquainted with the modern coding updates and forthcoming guiding principles.
- Effectively comprehend the charts and documents related to patient healthcare.

- Apply official coding conventions and rules from the American Medical Association and the Centers for Medicare and Medicaid Services to assign diagnostic codes.
- Strategically planned methods to achieve operational goals and targets.
- Used Encoder pro to assign procedure and diagnostic codes to patient records for billing purposes.
- Team player with great interpersonal skills but capable of working independently.

EDUCATION

B. Pharmacy

CERTIFICATION /LICENSE

Certified Professional Coder (CPC)

TECHNICAL SKILLS /SOFTWARE

- Encoder Pro.
- Proficient in Microsoft Excel and Word.

WORK EXPERIENCE

Organization	:	IMBUE Healthcare Solution
Designation	:	Sr. Medical Coder
Experience	:	1.5 Year (Jan 2021 – Aug 2022)
Job Type	:	full time

RESPONSIBILITIES

- Perform E & M coding for the client on a daily basis of 130 cases with an accuracy of >95%
- Assigning E & M codes for outpatient clinics.
- Accurately identify all the diagnosis and assign the principal diagnosis, secondary diagnosis, admit diagnosis and correctly assigned E & M levels.

- Effectively conduct material record reviews of the coding and documentation of diagnosis and surgical procedure to ensure the providers are appropriate coding the visit.
- Primary responsibility is to code medical charts for EM out-patients through the understanding of medical terminology , AMA guidelines, anatomy, Physiology and procedures and assigning the appropriate CPT, ICD-10 CM and HCPCS codes and appropriate modifiers.
- Associate the diagnosis codes to the appropriate procedure codes (CPT) and sequence the codes in such a way as to ensure proper reimbursement.
- Maintaining the confidentiality of patient information and abiding by the standards of clinical coding.
- Interpret, evaluate and verify medical record documentation for completeness by complying with the specifications set by client.
- Analyze data accurately to ensure optimum reimbursement and minimize claim denials
- Maintaining consistent Quality of 97 – 98% and meeting the production requirements.

PERSONAL DETAILS

Date of Birth	:	28 th March 1986
Husband Name	:	Vikram Sonawane
Language Known	:	English & Hindi
Gender	:	Female
Marital Status	:	Married

DECLARATION

I do hereby state that the above mentioned information is true to the best of my knowledge and belief.

Minal Vikram Sonawane

Place : Pune