



Namrata Singh
CPC-A

Namrata Singh

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SUMMARY

Seeking a professional medical coder position in a healthcare facility where in-depth knowledge of medical terminologies, ICD-10, CPT, and HCPCS coding would be put into work and help medical facilities satisfy their coding needs.

EDUCATION

BSC – Zoology – July 2017, Thakur College of Science and Commerce

CERTIFICATIONS

CPC (Certified Professional Coder) | American Academy of Professional Coders (AAPC) |
December 2020

WORK EXPERIENCE

Medical Transcriptionist – Health Prime Services | 15th January 2018 to 3rd January 2021.

Medical Coder – Health Prime Services | 4th January 2021 to present.

RESPONSIBILITIES

Medical Coder

- Certified as Medical Coder by American Academy of Professional Coders.
- Read and interpreted medical procedures and terminologies by thoroughly reviewing notes.
- Having proficiency in analyzing doctors' documentation to assure the appropriated Evaluation and Management (E&M) levels are assigned using the correct CPT code. Working on patient records and auditing E&M coding.
- Completed worksheet that would be needed by the Medical Director to review claims in a timely manner.
- Ensuring codes are 100% accurate and sequenced correctly in accordance with government and insurance regulations.
- Under general supervision, reviews, analyzes and assures the final diagnoses and procedures as stated by the practicing providers are valid and complete.

Medical Transcriptionist

- Listened to the recording dictation of a health care worker/doctor and transcribed the dictation into documents like exam notes, operative reports, patient history, discharge summaries, referral letters, etc.
- Worked on audio, tick-sheet, and combined audio tick-sheet files.
- Worked for various cardiologist and neurologist.
- Working knowledge of NextGen or Electronic Health record systems.

KEY ACHIEVEMENTS

- Training completed in medical coding from Odyssey Informatics.
- Migrated from Medical Transcriptionist to a Certified Medical Coder.

SKILLS

- Knowledge of Medicare and Medicaid regulations for reimbursement and timeliness of claims submission.
- Proficient knowledge of medical terminology, ICD-10, and CPT coding.
- Maintain confidentiality of patient information, employee information and other information covered by regulations and professional ethics.
- Carrying a typing speed of 35 WPM
- Careful when dealing with proofreading and similar type of paperwork
- Excellent communication skills
- Ready to take-up the challenges and ownership
- Believes in Teamwork and maintains team bonding
- Focused on the goals and objectives
- Willing to travel as per the job demand.

PERSONAL INFORMATION

Date of Birth	:	November 01, 1996
Nationality	:	Indian.
Marital Status	:	Unmarried.
Languages Known	:	English, Marathi & Hindi.

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and will do my best to full fill the organization needs.

Namrata Singh