Avishek Chakraborty MSc,CPC,COC,CSSGB

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Professional Snapshot:-

- ➢ A competent individual having over 10 years of experience in **different specialties in US Healthcare BPO (India) & UAE hospital.**
- ➢ Handling the issues, which impact negativity on work performance and work environment.
- ➢ Highly creative and self-motivated with innovative ideas/concepts for increasing the transference of learning from a lower level to a higher level.
- ➢ Outstanding interpersonal & employee-relations skills with the ability to teach improvedcommunication, diversity skills, and to aid in efficient completion of work.
- ➢ Worked as **Adjunct instructor (medical coding) for GulfMedical University.**
- ➢ Comfortable with all medical coding software. Well experienced in **HMIS (Hospital management information system)** data management.

Skills:-

CPT®, ICD-10-CM, and HCPCS Level II codes, Medicare insurance regulations standardized classification workflow, Medical terminology, Data entry and management,Speed typing, MRD data validation, Analytical skills, Decision making, Problem-solving, Time management, hospital policies, government regulations, Excellent communication ability, Microsoft office

Work Experience

April 2021- Till Date
Cognizant Technology Solution (Kolkata) - SPE.

Handling anesthesia coding as a senior process executive. Coordination with assigned client contacts to review departmental procedures and ensure compliance.

April 2014 - July 2020
Thumbay Hospital, Ajman, (UAE) —Medical Coder andAdjunct Instructor.

Validate patient information **codes & drugs in E-Claim as per DHA (Dubai Health Authority).** Giving training on medical coding as an Adjunct instructor for GMU. Verify the accuracy and accessibility of files. Educating physicians on Improvement of patient's documentation **(EMR)** as per **HAAD guidelines.** Coordinates with the Insurance Companies for the Approval and re-approval procedures and submission of claims. To review and audit all medical records/doctors documentation (Outpatient and inpatient) for medical necessity /coding and validation of e-claim batches before submitting to insurance companies. Individual claims to review with all the elements of a claim which includes activities, diagnosis, LOS and not covered activities. To review that all claims denied or rejected with denial code (reconciliation) are appropriate and appealing to them on time. Making monthly statistical reports based on ICD code and CPT code for the month in medical records. Compiling patients' health information. Ensuring patients' medical records are complete. Entering information into a computer system. Improving patient care with computers and information technology.

May 2013 -April 2014:

Company Name, Location - Ats, (Hyderabad) —Sr. Associate of Grade A2

Worked in the OPV team as an outpatient Sr.medical coder. Coordination with assigned client contacts to review departmental procedures and ensure compliance.

November 2010 - May 2013:

Company Name, Location - Dell Services, (Chennai) —Medical records coder SrRepresentative

Give training to fresher, auditing their file, give review findings and giving feedback to new coding staff. Prepare weekly QA productivity and progress reports. Ensure strict adherence to HIPAA policies.

September 2009-November 2010:

Company Name, Location - Omega Healthcare,(Bangalore)-Trainee Coder.

Joined as Trainee medical coder and completed medical coding training from OmegaHealthcare.

Software Used till date:-

Coderyte, PDF reader, Putty, Citrix, Encoder-pro, Code remote,3M.

Professional certificate:-
- **CPC** (Certified Professional Coder) certification from AAPC in 2011.
- **CPC-H/COC** certification from AAPC(American Academy of Professional Coders) in 2012.
- **Six Sigma Green Bel**t from *iACT.*
- **Developing a successful Team** from *PMI institute.*
- Ethics and **Project Management** from *PMI institute.*
- **Strategically focused project management** from *PMI institute.*
- Measuring outcomes using KPIs from *Xpertlearning.*
- Developing Your **Resilience as a Healthcare Professional** from *Xpertlearning.*
- Building the Foundation for an Effective Team from *Xpertlearning.*

Education:-

Qualification	Year	Board / University	Institution
M.Sc.(Microbiology)	2009	Bangalore University Bangalore	East-West College Of Science Bangalore. (Karnataka)
B.Sc. (Biotechnology)	2007	Bangalore University Bangalore	East-West College Of Science Bangalore. (Karnataka)

Awards:-
Winner of **SPOT AWARD in Dell Services** for Quality & Production.

Training Undertaken:-

Attended Corporate Training for the following:-
- Cultural Sensitivity.
- Active Listening.
- Corporate Personality.
- Active Listening.
- Stress Management.

- ➢ Mind and People Management Skills.
- ➢ Ability to relate to the public regardless of ethnic, religious, and economic status.

Hobbies : Blogging. Created and maintaining three websites. Video editing. Creative writing. Content writing.

Personal Details:-

DOB	10th Sep 1985
MARITAL STATUS	MARRIED
PERMANENT ADDRESS	23/ D PANPARA KOLKATA (INDIA) P.O 700123
LANGUAGE KNOWN	ENGLISH, HINDI AND BENGALI

Declaration:
I do hereby declare that the above-given statements are true and correct to the bestof my knowledge.

Date: