Ms. **LASIDHA M V**

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 **Contact number: +91 9539621641**

 **OBJECTIVE**

To obtain a career position within an organization where i can meet challenges with the able guidance and harness my skill in professional environment for the growth and positive development of the organization, field and myself.

**ACADEMIC QUALIFICATIONS**

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| **EXAMINATION** | **BOARD/UNIVERSITY** | **PERCENTAGE** |
| Medical Coding | Tranzorse Solutions,Kochi | 84 |
| M Phil Biotechnology | PRIST University,Chennai | 70 |
| M Sc Biotechnology | CUSAT,Kochi | 75 |
| B Sc Biotechnology | Bharathiar University,Coimbatore | 77 |

**SKILLS**

* Medical coding and billing- ICD, HCPCS and CPT
* Administration and management
* Excellent patient relationships

**PRESENT JOB RESPONSIBILITIES**

1. **Business analysis representative**
* AR calling and Denial management.
* Copay/deductible collection.
* Scheduling patient appointment.
* Creating AR reports
* Front desk management

 **PREVIOUS JOB RESPONSIBILITIES**

1. **Medical secretary**
	* Drafting letters and preparing medical reports for the Doctor.
	* Sending SMS to all patients, GP’s and other Doctor’s about Doctor’s visit.
	* Arranging Doctor’s pick up and drop off.
	* Coordinating with insurance and nurses for the approval status of surgery patients.
	* Sending OPD census list to doctor.
	* Following up for post surgery and procedure patients for their follow up appointments.
	* Coordinating with front desk to open doctor’s schedule.
	* Confirming patient appointment for each day of OPD.
	* Posting surgery list for Doctor.
	* Visiting Doctor’s inpatients daily.
	* Ensuring that all OP and IP bills for the previous visit are closed.
	* Checking the medication chart (pre-op instructions) and ensuring that pre operative antibiotics are ordered by contacting the concerned ward.

 **2. Other Duties as patient relation officer**

* + Checking the insurance approval status of all inpatients and informing the patient and concerned department.
	+ Billing in OPD and Ophthalmology.
	+ Taking daily Discharge and extension list.
	+ Informing inpatient regarding the surgery charges and approval status.
	+ Taking daily surgery list and confirming that each surgery are done in time and if any delay, the reason for that and informing the patient’s bystander about the delay.
	+ Reading insurance cards and plans.

**WORK EXPERIENCE**

* Working as Business Analysis Representative in Quality Care physical therapy and rehab center, Cochin, India( from August 2018 till date).
* Worked as Patient relation officer/medical secretary in International Modern Hospital (IMH), Bur Dubai, Dubai.
	+ Worked as Academic co-ordinator in Institute of Clinical research management and has experience as part time faculty in drug discovery.
	+ Worked as Clinical research co-ordinator under the Dept. of Psychiatry with Dr. Suresh kumar in IQRAA International hospital, Calicut, India.

**COMPUTER PROFICIENCY**

* + Completed course on "DATA ENTRY AND OFFICE AUTOMATION" with practical training from LBS CENTRE FOR SCIENCE AND TECHNOLOGY (Govt. of Kerala) with GRADE A.
	+ SYSTEMS INTERNATIONAL certificate course on “INTRODUCTION TO COMPUTERS, BASIC, W.S and LOTUS” with “O” GRADE.
	+ Knowledge in Basics, Internet, MS office (word, excel, power point).

**PERSONAL TRAITS**

* + Excellent communication skills.
	+ Well experienced in self-correspondence.
	+ Excellent and clear analytical thinking ability.
	+ Ability to merge into a group swiftly.

**Languages Known**: English, Hindi, Malayalam, Tamil

**PERSONAL DETAILS**

**Name**  : Lasidha M V

**D.O.B** : 08-09-1985

**Nationality** : Indian

**Marital Status** : Married

**I hereby declare that all the information’s given above are true and correct to my belief.**

**LASIDHA M V**