




Reshma Ramesh



 Kochi, Kerala

 9601270381

 reshmamanu015@gmail.com

Dedicated and dependable licensed Medical Coder (CPC) experienced in hospital settings, with organizing and time management skills and a service-oriented attitude. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.



Skills

Quick learning skills

Adaptability

Decision making skill

Excellent oral and written skills in English

Ability to work in a team with diverse background



Work History

2016-08 - 2016-12

Medical Insurance Coder

Adam & Eve Medical Centre, Abu Dhabi, UAE

- Handled the responsibility for verifying and coding all patient files.
- Oversaw daily Department functions, including medical coding, claim submission and resubmission of all files.
- Coordinated with the insurance companies regarding updates, handling claims, submission, contract renewals, documentation policies and ensure compliance.

2016-04 - 2016-08

Medical Coding Trainee

Middle East Specialized Medical Centre, Abu Dhabi, UAE

- Duties included coding the files, handling claims and getting to know the process of submission and resubmission of claims.
- Opportunities were plenty and were utilized appropriately to get hands-on experience with medical coding and claim submission process in UAE.
- Reviewed and interpreted patient files to assign ICD-9 codes.

2015-05 - 2015-09

Public Relations Assistant (Insurance)

Specialists' Hospital, Ernakulam, Kerala

- Handled medical claims for surgeries and diagnostic testing (in-patient).
- Provided client-centered counseling to in-patients and by-standers.
- Acknowledged complaints promptly and responded systematically
- Consistently involved in quality improvement processes.
- Worked on long-pending claims and received paychecks quite satisfactorily.

2014-04 - 2015-03

Psychiatric Social Worker

Kusumagiri Mental Health Centre, Ernakulam, Kerala

- Provided counseling to patient families regarding the nature of the mental status of the patients and corrective measures are decided
- Provided counseling to parents of children in Autism Spectrum
- Worked as a team with Psychiatrists, therapists and nurses to plan treatment options
- Organized various activities for the in-patients as part of treatment plans



Education

2012-08 - 2014-07

Master of Arts: Social Work

De Paul Institute of Science And Technology - Ernakulam

2009-07 - 2012-04

Bachelor of Arts: English Literature And Communication Studies

St Teresa's College - Ernakulam



Languages

English

Malayalam



Certifications

Certified Professional Coder (CPC)