

# SARATH KUMAR. R

(CPC-A)

Address: KRERA-30, 36/1910, KATTAKKARA ROAD EAST, SOUTH KALOOR  
COCHIN-682017

Contact: + 91 9895963775

Email: [sarath4samz@gmail.com](mailto:sarath4samz@gmail.com)



## MEDICAL CODER / INSURANCE COORDINATOR

### EXPERTISE

Medical Coding  
Administration  
Management Claims &  
Billing  
Medical Record Analysis  
Reporting &  
Documentation  
Presentation Skills  
ICD 10 CM / CPT  
Outpatient / In-patient  
Coding Compliance  
Management Procedure  
Development  
Reimbursement Systems  
Anatomy and Physiology  
Review & Analysis  
Relationship Management  
Team Management  
Time Management

### PROFILE

Skilled Medical Coder with 2 years of Work Experience at Aster DM Healthcare in healthcare sector across outpatient medical coding, medical records analysis, diagnoses, procedures and general administration along with 8 months work experience at Cephal medi solutions in quality analysis .

Extensive Knowledge in entire revenue cycle Management of Dubai Health Authority. Knowledge in ICD-10-CM, CPT and HCPCS. Ability to analyze and interpret complex medical records and identify billable services, ability to maintain quality and accuracy up to 97%. Holding credential by reputed organization CPC from **AAPC (American Association of Professional Coding)**

Gained experience in analyzing patient medical records to assure that documentation by providers conforms to legal & procedural requirements as per the coding guidelines with expertise in managing claims and billing ensuring error free operations

Significant exposure of assigning specified codes to medical diagnoses and clinical procedures with ability to interact with the physicians and other providers regarding billing and documentation policies and procedures

Adapt at various coding clinics, Anatomy and Physiology, Adjudication Rules and Claim resubmission and gained knowledge in ICD 10 diagnosis and procedure coding (CPT)

Gained extensive knowledge of ICD10-CM, HCPCS II and CPT systems along with overall applicable reimbursement systems. Skilled with anatomy and physiology, advanced medical terminology, pharmacology etc.

## PROFESSIONAL EXPERIENCE

**CEPHAL MEDI SOLUTIONS, COCHIN**

**8 MONTHS**

**APR 2021 - NOV 2021**

### INSURANCE QUALITY ANALYST

- Worked as QA analyst as a part of a short term project based on Australian coding for the Ministry of Saudi.
- Responsible for maintaining the quality of work before submission in all aspects.
- Assuring the mapped codes in ICD-10, Pharmacy, Loinc , Achi etc.
- Reporting both technical and medical errors to the respective management.

**ASTER DM HEALTHCARE, DUBAI**  
**INSURANCE COORDINATOR**

**2 YEARS**

**OCT 2018 - OCT 2020**

- Responsible for coding outpatient medical records as per the ICD-10 CM official coding guidelines
- Disallowed amounts are allocated as per standard procedure. Bills followed up and coordinated with dispatch and collection functions, billing cashiers, doctors and nurses to ensure that bills are completed.
- Covering all aspects of coding Outpatient Physiotherapy, Dental, Radiology, Laboratory, Orthopedics, gynecology and Pharmacy codes.
- Effectively communicating with all Insurances with respect to the Approvals, receivables and Resubmission team
- Covering all required Pre authorization services from insurance companies with following protocols of each insurance companies in different departments.
- Claim submission in E-claim express.
- Resubmit disallowed bills within stipulated period to different insurance companies and maintain database of bills processed.
- Instrumental in reducing rejections and recovery by the Insurance companies and facilitating training to billing & physicians on intricacies of insurance submissions, codes and procedures to minimize claim rejections
- Converting the coded Claims into **XML format** and uploading to the DHA E-Claim Portal after **CEED Verification** and make sure that all the CPT and Internal Codes are valid as per agreed tariff
- All outpatient medical records reviewed and incomplete records updated
- Educating doctors about ICD and CPT coding guidelines.

**VALUE LANES, BANGALORE**  
**STAFF NURSE**

**1.5 YEARS**

**JAN 2016 - MAY 2017**

**GEOJIT BNP PARIBAS (H.O.), COCHIN**  
**EXECUTIVE**

**9 MONTHS**

**APR 2014 - FEB 2015**

**ZIQITZA HEALTHCARE LIMITED, COCHIN**  
**EXECUTIVE**

**2 YEARS**

**APR 2012 - MAR 2014**

### **EDUCATION/ TECHNICAL SKILLS**

**DIPLOMA IN MEDICAL CODING**, Cigma Medical Coding Academy, Cochin

**BSc. NURSING**, RAGHAVENDRA COLLEGE OF NURSING, Rajiv Gandhi University, Bangalore

**PLUS TWO**, DARUL ULOOM HSS, Kerala education board, Cochin

**SSLC**, ACSEMHS, Kerala education board, Cochin

**TECHNICAL SKILLS:** MS Office Suite (Outlook, Word, PowerPoint) and Internet Applications.

---

## CERTIFICATIONS/ TRAININGS

**CERTIFIED PROFESSIONAL CODER (CPC)**, American Association of Professional Coders (AAPC),2018  
**AUSTRALIAN MEDICAL CODING** Course completed, 2021.

---

## PERSONAL INFORMATION

Nationality : INDIAN  
Passport : S5015978  
Date of Birth : 14, Jan 1987  
Status : Married  
Languages Known : English, Malayalam, Hindi,  
Tamil.

## REFERENCES:

### **GINU THOMAS**

TEAM LEADER  
CEPHAL MEDI SOLUTIONS,COCHIN  
PH: 9961712489

### **SAFI USMAN, INSURANCE SUPERVISOR**

ASTER DM HEALTHCARE,DUBAI  
Ph: +971529236335

### **COL. ARUN DHAR**

DIRECTOR  
VALUE LANES,BANGALORE  
PH: 080-49138500/537

### **AJISH V TOM**

TEAM SUPERVISOR  
GEOJIT BNP PARIBAS (H.O.)  
COCHIN  
PH: 9037377963

### **KANNAN PP**

TEAM LEADER  
ZIQUITZA HEALTH CARE LTD.  
COCHIN  
PH: 9995809476

**DECLARATION:** I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Place :**  
**Date :**

**SARATH KUMAR. R**

---