RAHNA D

D/O Devadasan Konath house, Panayour (post), Malamuri, Athicode, Palakkad (Dist.) PIN: 678552 Kerala
7025384399 | rahna10193@gmail.com

Personal Details

- Date of Birth : 08/01/1998
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu
- Mother Tongue : Malayalam
- Languages known : Malayalam, English, Tamil
- Personal Identification : A black mole on the Right foot

Objective

To enhance my Professional Skills, Capabilities and knowledge in an organisation which Recognizes the value of hardwork and trusts me with responsibilities and challenes. Looking forward to expanding my knowledge and earning work experience."

Education

- **NSS College, Nemmara , Calicut University**   2019
  Bsc zoology
  62%

- **State board of Examination**   2015
  VHSE Agriculture (HSS), Govt. Boys HSS school
  82%

- **State board of examination**   2012
  SSLC (High school) , PGPHSS School
  71%

Experience

- **Episource Chennai**   April 8- 2021 - September 14 - 2021
  Medical Coder
  Experienced as a coder in Episource for six month in HCC project.
  - Patient healthcare information like medical procedure, diagnosis, necessary medical equipment, and medical services information from the physician notes convert into alphanumeric codes.
  - HCC coding perform clinical chart reviews of Medical Records following coding guidelines and convention as established by the center for Medicare and Medicaid Services (CMS).
  - Extract the appropriate diagnostic codes based on type of the encounter.
  - Code the chart according to ICD- 9 CM guidelines for coding and reporting and assigned the chart based on the Date of Service within the data collection period.
  - Review Medical Record Documentation to identify all appropriate coding support of CMS HCC categories.
  - Maintain production, quality and accuracy standard.

- **Sudharma Clinic Palakkad**   February 2022 - Currently Working
  Admin
  - Performed general office duties, including answering telephone calls, greeting upto 50 vistors a day.
  - Handled all office accounting responsibilities.
  - Utilized booking systems and handled correspondence between patients and doctor.
  - Instructed patients to perform certain tasks prior to being seen.

- **Thangam hospital Palakkad**   October 2021 - February 2022
  Insurance cordinator
  - Responsible for cordinating and supporting initiatives relatives to the evaluation, processing and handling insurance claims for the organization.
  - Ensure necessary documents to be collected from patient as per the insurance policy requirements.
  - Manage payments related to claims.

- **Private Tutor**   June 2018 - March 2021
  Teaching job
  Self Employed
    - Provide instruction to individual or small group of students to improve academic performance or prepare for academic tests.

    - Prepare lesson plans or learning modules for tutoring sessions according to students needs and goals.

    - Provide knowledge upto highschool students.

    - Develop teaching or training materials such as handout, study materials, quizzes and conducting small tests.

Skills

- English Type writer

- Basic computer hardware and software

- Ms Excel 2022

- Ms Office 2022

- Medical coder

- Tutor, Problem solver

- Team management

- Customer Service

Interests

- Human psychology

- Customer management

- Teaching

Certification

- C++ programming   : B+ 2013

- **Type writer**   **: English (short hand)**
  2019 First class

- **Medical coding**   **: Training completed**
  2022

Declaration

- I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.