



# NANDANA S NAIR

## PROFESSIONAL SUMMARY

*Hardworking Medical Coder has a full understanding of ICD-10-CM and CPT coding procedures. Excellent data entry skills allow for accurate coding of medical information and Certification as a Medical Coder.*

## PROFESSIONAL & ACADEMIC QUALIFICATION

Course	Board/University	Year	Percentage
Medical Coding & Billing	Tranzorze Solution Trivandrum (Kerala)	2022	A+
BSc Computer Science	Calicut University	2020	78%
Higher Secondary Computer Science	Cotton Hill G.H.S.S	2014	82%
SSLC	G.B.H.S.S Shankaramangalam	2012	88%

## WORK EXPERIENCE

**Hospital: Avitis Multispeciality Hospital(NABH), Palakkad**

**Position: Medical Transcriptionist**

**Duration: February 2023 to till now**

- *Transcribe notes and records of physician's patient visits in addition to incoming and outgoing correspondence.*
- *Successfully operate computer software related to word processing, transcription equipment, and dictation.*
- *File and store office records as needed.*
- *Enter clinical data related to incoming lab orders and requisitions using relevant computer software.*
- *Transcribe all dedicated material and ensure proper spelling, grammar and consistency as it relates to proper medical terminology.*
- *Review and correct mistakes in reports after checking with physicians.*
- *Identify mistakes in reports and check with doctors to obtain the correct information.*
- *Properly navigate busy physician's office to help ensure proper documentation is used throughout.*

## ROLES AND RESPONSIBILITIES AS MEDICAL CODER

- *Assign and sequence ICD-10-CM, CPT, and HPCPS codes to diagnose and procedures for documented information.*

## CONTACT

 Mudappallur, Palakkad

 +919847331294

 [nandanarahul5@gmail.com](mailto:nandanarahul5@gmail.com)

## SKILLS

- Microsoft Office
- Excellent typing speed
- Strong interpersonal skills
- Able to work properly
- Time Management
- Able to work under pressure
- Self-discipline
- Employee Data Management

- *Fluency in English.*
- *Typing speed of at least 60 words per minute.*
- *Ensured AAPCA Guidelines strictly adhered.*
- *Ensures accuracy and data security of patient administration.*
- *Ensures adherence to norms specified by the company and the client.*
- *Extracting relevant information from patient records.*
- *Liaising with physicians and other parties to clarify information.*
- *Examining documents for missing information.*
- *Informing supervisor of issues with equipment and computer program.*
- *Ensuring compliance with medical coding policies and guidelines.*

## **TECHNICAL SKILLS**

- *Basic understanding of physiology and medical terminology across a broad range of medical practice areas.*
- *Basic Strong knowledge of ICD-10-CM, CPT, AND HCPCS coding guidelines.*
- *Identifying relevant diagnoses as well as procedures that require assignment.*
- *Excellent typing speed.*

## **PERSONAL DETAILS**

DATE OF BIRTH : 12.03.1997  
 NATIONALITY : Indian  
 RELIGION : Hindu  
 LANGUAGES KNOWN : English, Malayalam, Hindi & Tamil  
 MARITAL STATUS : Married

## **DECLARATION**

*I hereby declare that the above-mentioned information is correct up to my knowledge and I bear all the responsibilities for the correctness of the above-mentioned particulars.*

**NANDANA S NAIR**