

## CURRICULUM VITAE



Neema Sminoy  
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### Career Objective:

Seeking a promising career as **Medical Coder** that will provide an opportunity to apply and enhance current skills, acquire, and contribute constructively to the organization

### Summary of Qualification

- Certified Professional Coder (CPC) Certification from the American Academy of Professional Coders (AAPC)
- Diploma in General Nursing & Midwifery
- ACLS Trained Nurse
- BLS Trained Nurse
- Ability to communicate well in a caring and supportive manner with individuals in all background
- Ability to work in a multicultural team with highest degree of courtesy and professionalism
- Proficient in basic computer software systems
- Excellent interpersonal abilities and able to work effectively independently or with a team with minimum supervision
- Punctual, Highly Organized & Competent Individual

### Professional Highlights

- Highly skilled in the use of technical coding principals, coding guidelines and IR-DRG reimbursement expertise to assign ICD-10-CM diagnosis and procedure codes

- Well-versed in performing data entry work in an efficient and precise manner.
- Hands-on experience in reviewing paper and electronic patient charts and assigning them appropriate medical codes.
- Responsible for submission and re-submission of outpatient files
- Proficient in 3M coding software
- Adept at utilizing technical coding principles to assign ICD-10-CM diagnosis and procedures
- Proficient in extracting correct information from source documents and punching it in correctly in the encoder system.
- Qualified to ensure coding compliance within medical record policies and procedures
- Appropriately and correctly identified errors and re-filed denied / rejected claims
- Strong knowledge of anatomy, physiology and pharmacology.
- Excellent understanding of medical terminology.

### **Educational qualification**

- Associate Degree in Medical Coding American Academy of Professional Coder Certified (AAPC) 2014 - Angel Coding Academy U.A.E
- Diploma in General Nursing & Midwifery during the year Sept01, 2005 – Feb28, 2009 at Indira School of Nursing Mangalore. (Reg.05DN14677)

### **Professional Skill and Experience**

- **Dr. Sulaiman Al Habib Hospital U.A.E (DHCC)** -17/04/2016 from the date of working as a Medical coder
- **Belhoul Speciality Hospital Dubai. U.A.E** 14/08/ 2015- 01/04/2016 (Medical Coder)
- **Panacea Medical and Wellness Centre, Dubai. U.A.E** - 02/03/2013 – 09/10/2014 (Staff Nurse)
- **Modern Family Doctor's Clinic, Bangalore. INDIA** - 14/02/2012 – 30/06/2012 (Staff Nurse)
- **Apollo Hospital, Bannargatta Road, Bangalore. INDIA** - 13/10/2010 – 24/12/2011 (Staff Nurse Medical I.C.U)

### **Computer Skills**

Software skills : Well versed in Microsoft Excel, Power point & Word.  
Operating systems : Windows 7, Windows XP

### **Personal profile**

Address : Neema Sminoy  
: Dubai, United Arab Emirates  
Marital Status : Married  
Contact Number : 971 56244 5833  
Date of Birth : January 13, 1988  
Language Known : English, Kannada & Malayalam.  
Nationality : Indian  
Passport No. : H6619464 (Valid up to 02/03/2030)  
Visa Status : Residence Visa

### **Personal Strengths**

Self-motivated, hardworking, capable of attending independent responsibilities, good interaction and communication skills, and people management, committed to the assignment.

I wish to assure Maximum performance of the duties.

I hereby declare that the above-mentioned details are correct to the best of my knowledge.

Place: Dubai  
U.A.E

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