



JINI ANN THOMAS

CAREER OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

PROFESSIONAL EXPERIENCE

Medical Coder

07/2023-01/2024

SafeCare Technologies-Abu Dhabi

- Coding diagnosis and procedures with appropriate ICD/CPT/HCPCS/DRG/IP/OP codes.
- Reviews and verifies document and identifies non covered diagnosis, procedure, drugs if any. Accurately selected proper descriptive code.
- Ensuring assigned codes based on HAAD/DHA guidelines and regulations.
- Performs edits as per correct coding initiative.
- Provides feed back to the doctors regarding coding errors.
- Constantly updates to the latest coding updating .
- Work as part of a team and achieve team quality and productivity standards.
- Analyses doctor's documentation to assure the appropriate E&M level.
- Meeting claim submission deadline with high level accuracy.
- Processed insurance company denials by auditing patient files, researching procedure and diagnostic codes to determine proper reimbursement.
- Working with Submission and Resubmission team.
- Independently worked for more than 7 facilities around UAE.
- Specialization:(GP,FAMILY MEDICINE)

Medical Coder

2/2021-12/2022

Episource India PVT LTD-Chennai, India

- Reviewed patient charts and accurately assigned ICD codes to patient medical records.
- Interpreted medical terminology in order to translate it into the coding software.
- Maintained more than 92% quality when assigning ICD codes to patient records.
- Maintained updated knowledge of coding requirements through meeting and certification renewal.
- Audit L1 charts and identify any discrepancies in documents.
- Worked for Medicare and Medicaid projects.

CONTACT



Apt-906, Al Barsha Star Building,
23rd St, Al Barsha 2 Road,
Dubai



jiniann11@gmail.com



(+971)509085380 (Dubai)
(+91) 9605209325(India)

PERSONAL INFORMATION

Husband Name: Anoop Varughese
DOB : 21/02/1993
Nationality : Indian.
Marital Status : Married.

LANGUAGES

English
Hindi
Malayalam

VISA DETAILS

Visa : Residence
Valid Until : 22/01/2025

PASSPORT DETAILS

Passport No. : W5086754
Date of Expiry : 09/11/2032

TECHNICAL SKILLS

- ICD 10 CM
- CPT, HCPCS
- Anatomy & Medical Terminologies
- Computer Knowledge-MS Office

MANAGEMENT SKILLS

- Organization and ability to plan works based on priority
- Time Management
- Ability to work under pressure
- Ability to multi-task

CERTIFICATIONS

- CPC-Certified professional coder (Member id:01839500)
- IATA

ACHIEVEMENTS

- Achieve monthly quality and production awards in coding
- Achieve monthly star performer in Airtel

- Knowledge of HIPAA, recognizing a commitment to privacy, Security and confidentiality of all medical chart documentation.

Customer Relationship Officer

1/2018 - 1/2020

Bharti Airtel-Ernakulam, India

- Responsible for resolving product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; following up to ensure resolution.
- Responsible for driving sales for various Airtel Plans, Plan upgrades & Products including my Airtel APP, WYNK, Airtel TV etc. for new & existing Airtel customers.

Customer Service Agent

2/2016 – 9/2017

Karipur International Airport -Calicut, India

- Worked as a customer service agent for ETIHAD AIRWAYS, AIR ARABIA & OMAN AIR in Bhadra International Pvt Ltd., at Calicut International Airport, India (from June 2016 to Oct 2017)
- Passenger and Baggage check-in.
- Communicating with immigration and customs authorities for clearance of passengers.
- Handled special handling passenger (Wheelchair, Deportee, UMR, YP etc.)
- Handling passengers in check-in Counters.
- Reconciliation and Baggage Makeup Area (BMA)
- Document check, Boarding Gate and Seating.
- General Declaration Handling.
- Boarding Control (Stubbing).

PROFESSIONAL QUALIFICATION

Medical coding and billing

6/2020 - 11/2020

Cigma Medical Coding Academy-Ernakulam, India

B-TECH Computer Science & Engineering

2/2011 – 12/2017

Sree Buddha College of Engineering- Elavumthitta, India

IATA in Tourism next Generation

6/2015 – 6/2016

Guiders Education-Thiruvalla, India.

Diploma in Airport Management

6/2015 – 6/2016

Guiders Education-Thiruvalla, India.

DECLARATION

I do hereby confirm that the information given above is true to the best of my knowledge.

JINI ANN THOMAS