



# LUBNA KURUNIAN

## CERTIFIED PROFESSIONAL CODER

### PROFILE

Hardworking and motivated medical coder seeking a full-time position. Deep knowledge in ICD-10 and CPT coding, Medical terminology, Data management, Data entry.

### CONTACT

PHONE:  
+971-509125954

EMAIL:  
lubniqb@l@gmail.com

### ADDRESS

Al Ain, UAE

### PERSONAL DETAILS

Marital Status : Married  
Nationality : Indian  
Gender : Female  
Date of Birth : 13 Jan. 1992  
Passport No : S0226576  
Date of Issue : 13 March 2018  
Date of Expiry : 12 March 2028  
Visa Type : Visit Visa  
UID : 225381431  
Date of Expiry : 16 Sep 2022

### LANGUAGES

English  
Hindi  
Malayalam

### EXPERIENCE

#### Insurance Coordinator

April 2022 – May 2022  
24 Care hub Center Al Ain

#### Responsibilities:

- Assigning ICD-10 (diagnosis) codes for all existing and new patients in-home care facility.
- Assigning CPT (procedural) codes for services rendered under home nursing and physiotherapy.
- Sending preauthorization requests via Openjet.
- Regularly following up on patient's status over THIQA dashboard once submitted for preauthorization via Openjet.
- Billing the rendered services via Shade billing software.
- Following up with insurance company Daman for pending bills.
- Following up for rejections and resubmissions.
- Checking remittance advice on QC messenger.
- Maintaining and tracking all remittances from Daman.
- ABM billing and coding during the Estijabah program.
- Maintaining records of all patients in a uniform way with their respective billing and preauthorization dates.

### EDUCATION

#### Certified Medical Coder

2021  
Member ID 01911789  
American Academy of Professional Coder

#### Master of Computer Application

2012– 2015  
Calicut University  
MES Engineering College, Kuttippuram.

#### Bachelor of Computer Science

2009 – 2012  
Calicut University  
EMEA Arts & Science College, Kondotty.

## **SKILLS**

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- CPT®, ICD-10-CM and HCPCS Level II codes
- Medicare insurance regulations
- Standardised classification workflow
- Medical terminology
- Data entry and management
- Speed typing
- Analytical skills
- Decision making
- Problem-solving
- Time management
- MS Office (Word, Excel, and PowerPoint)

## **DECLARATION**

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I hereby solemnly declare that the above-furnished particulars are true to the best of my knowledge and belief. In the event of my selection to do this job, I shall do my best to the maximum benefit of the company.

**LUBNA KURUNIAN**