

ELIZABETH K JOHNSON

Dubai Marina , JBR 2, Rimal 6

elizabeth136kj@gmail.com

+971563479726



PROFESSIONAL SYNOPSIS:

Quality focused professional trained in medical administrative support. B.tech Graduate and AAPC certified medical coder with two years of expertise in medical coding and billing at Quality Care, Cochin.

OBJECTIVE:

Aspiring for a unique, competitive and stimulating career where my talents and skills can be beneficially exploited for company's development and my career advancement

EDUCATION:

DISCIPLINE	COLLEGE	YEAR OF PASS	CGPA/ PERCENT
Btech biotechnology	KLU, Madurai	2017	9.05
Senior Secondary (CBSE)	Clemis school & Junior College	2012	90.2%
Higher secondary (CBSE)	Clemis school & Junior College	2010	10

SKILLS:

- Administration and management
- HR Management
- Troubleshooting and systems evaluation
- Data entry skills, multi-tasking abilities and ability to function as a team member
- Specific knowledge in ICD, HCPCS, CPT coding systems, billing

compliance rules

- Computer skills – Medical billing software, revenue cycle management, MS office

PROFESSIONAL EXPERIENCE: (September 2018 to August 2020)

Quality Care , Cochin

Responsibilities;

- Ø Administration and management of five outpatient clinics
- Ø Supervising CPT coding and billing for four outpatient clinics in USA
- Ø Verification of proper entry of diagnosis codes, procedure codes and patient information into billing software
- Ø Reviewing physician notes for accuracy
- Ø Resolved incorrect payments and denial management
- Ø Reviewed billing edits, payment posting and provided insurance carriers with corrected information
- Ø Keeping patient documentation following HIPAA privacy and security regulations
- Ø Working on Human Resources, organizing induction programs, maintaining office records
- Ø Payroll Management, ESI Enrollment, Employee Relation, Statutory compliances
- Ø Verify daily income, analyze variation and produce monthly income statistics
- Ø Draft office policy, assign employee duties and schedules
- Ø Verify staff productivity, prepare reports, guide in audits
- Ø Front office/ reception management.

CERTIFICATION:

CPC certified medical coder(member ID-01673625)

ACHIEVEMENTS:

- Selected for INSA-IAS fellowship (2016) at Institute Of liver and Biliary Sciences, New Delhi
- Passed AAPC'S certified professional coder examination
- Completed international certificate course and passed with merit in the Business English certificate Preliminary
- Secured third rank in the university for B.tech, biotechnology degree(2013-2017)

PAPER PRESENTATIONS/ PROJECTS

- § Standardization of PCR and sequencing of *TERC* gene from integrated HCC cell lines
- § Efficacy of nanoparticle encapsulated DNA vaccines

TRAINING:

- § In-plant training on quality control tests at ERCMPU, Cochin
- § IEDC project on control of onion root diseases
- § Final year project on evaluating efficacy of nanoparticle encapsulated DNA vaccines
- § CPC-certification course from January 2018 to June 2018 at Transorze Solutions, Kottayam

PERSONAL PROFILE:

Date of birth: 13/06/1994

Age: 26

Gender: Female

Nationality: Indian

Marital status: Married

Husband's name: Abin P Joseph

Passport No: U4576531

(date of issue 03/08/2020)

(place of issue Cochin)

(date of expiry 02/08/2030)

Visa status- Tourist, valid until 01/12/2020

Languages known: English, Hindi, Malayalam, Tamil