

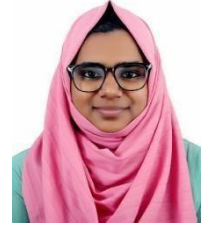
CURRICULUM VITAE

Name: **Thasni. P**

Mob: +971 52 306 5000

Email: thasnimty313@gmail.com

AAPC Member ID: 01967186



CAREER OBJECTIVE

Intending to build a career in the health care field, assignments in hospitals, insurance companies, healthcare organization, medical insurance coordinator, medical secretary, medical claims where I can show my potential as well as skills to the benefit of the organization along with my personal success.

SPECIAL KNOWLEDGE AND SKILLS

- HCPCS Level I
- Medical Terminologies
- Modifiers and Surgery
- CPT®
- Anatomy
- ICD 10 Coding Guidelines
- Well acquainted with the procedures of common coding
- Good skills of communication
- Careful and particular when dealing with proofreading and similar type of paper work

MAJOR STRENGTHS

- Emails, and Internet
- Knowledge regarding pathology, radiology, surgery, and medicine
- Related to coding profound knowledge regarding biology, anatomy, disease,
- Management, and pharmacology Possess skills with regards to allotting codes and,
- Achieving the information while describing the analysis documented.

COURSE AND CERTIFICATION

- **AAPC CERTIFIED MEDICAL CODER**
Accurate medical coding institute Calicut, Kerala
CPC score 83% (April 2022).
- NTA UGC NET in Economics (2020)

EDUCATIONAL BACKGROUND

MA Economics (81.5%) from Calicut University Kozhikode, Kerala

BA Economics (84%) from Calicut University Kozhikode, Kerala

PLUS TWO (84%) from Oriental Higher Secondary School Pattambi, Kerala

SSLC (84%) from DR. K. B Memorial higher secondary school Thrithala, Kerala

WORK EXPERIENCE

Patient Administrator cum Billing Assistant: Muskan family dental care, Pattambi (feb 2022 – sep 2022)

Tutor: School of Economics (2021-2022)

DUTIES AND RESPONSIBILITIES

- welcoming visitors and patients.
- Coordinating and scheduling appointments of doctors, visitors, patients.
- Answering telephone calls and inquires.
- Handling patient emergencies.
- Monitoring stock and supplies.
- Handling the billing of various procedures.
- Keeping an accurate client accounts and outstanding balances.
- Issuing receipts for the received payments.
- Assisting students with their academic tasks.
- Clearing and explaining all the doubts related to economics.

PERSONAL DETAILS

Nationality : Indian
Birth Date : 14th July 1994
Marital Status : Married
Languages : English, Arabic, Hindi, Malayalam,
and Tamil
Hobbies : Reading, Travelling, and Painting

DECLARATION

I am here by declaring that all the above furnished details are true to the best of my knowledge and belief.

Yours truly:
Thasni.P