



# DR. REEMA RAMSHEED

CERTIFIED  
MEDICAL  
CODER

## CONTACT INFO



0506856807



Al Majid tower,  
Qusais 1, Dubai.



drreemaramsheed@gmail.com



H5641922

## LANGUAGES

**English and Malayalam**  
(Speak, read and write)

**Hindi and Arabic**  
(Read and write)

## CARRIER OBJECTIVES

Certified Professional Coder in Bachelor of Homoeopathic Medicine and Surgery (BHMS), seeking a position in which I can utilize my knowledge in Medical terminology, ICD 10-CM, CPT-4, HCPCS Level 2, ICD 10-AM, ACHI, LOINC, ACS guidelines and knowledge of billing and auditing.

## MAJOR STRENGTH AS MEDICAL CODER

Highly skilled in abstracting information and assigning codes to describe each documented analysis. Thorough understanding of Anatomy, Physiology, Coding guidelines and Disease management. Strong familiarity with coding related to anesthesia, medicine, surgery, radiology, laboratory and pathology. Well versed in using computers including MS Word, Excel, and internet

## SPECIAL KNOWLEDGE

ICD 10 CM, CPT-4, HCPCS level 2 code assignment. ICD 10 AM and ACHI code assignment with knowledge in ACS guidelines. Knowledge in medical auditing and reimbursement rules. Medical terminology, Anatomy and surgery payment methodologies, HIPAA compliances. Strong knowledge in various aspects of inpatient coding.

## WORK HISTORY

---

### Project Manager

Cephal Medical Coding and Billing, Kakkanad Infopark, Kerala  
Legacy Data Cleansing and Quality Enhancement Project MOH-KSA  
(JAN 2021- DEC 2021)

- 1.Managed team of 60 employees overseeing hiring, training, and professional growth of employees.
- 2.Proved successful working within tight deadlines and fast paced atmosphere.
- 3.Correctly coded for various hospitals under MOH-KSA.
- 4.Reviewed patient charts to better understand health histories, diagnosis, and treatment.
- 5.Tutored 60 new coders for compliance with ICD 10 AM and ACHI classification systems and coding guidelines.
- 6.Initiated, performed, and documented quarterly coding audits.
- 7.Reviewed outpatient, inpatient and emergency records and interpreted documentation to identify diagnosis and procedures.
- 8.Applied official coding conventions and rules from Australian Classification of Health Interventions to assign diagnostic codes.

### Senior Medical Coder

Cephal Medical Coding and Billing, Dubai (MAR 2019- DEC 2020)

- 1.Finding the highest specificity codes for diagnosis and procedures using ICD 10-CM and CPT.
- 2.Coding claims related to General Practice, Internal medicine, Ob-Gynae, Pediatrics, Urology and Dental.
- 3.Processing of paper claims and e-claims in a timely manner using CEPHAL software.
- 4.Responsible for checking the claim completeness.
- 5.Conduct interview for the staffs and provide training to new staffs regarding coding guidelines.

### Medical Coder

Resubmission Department - Universal Hospital, Abu Dhabi (SEP 2017- NOV 2017)

## **Chief Medical Officer**

WE Care Homeo Clinic, Thrissur, Kerala (MARCH 2016- JULY 2017)

## **Consultant Physician**

Mother Hospital (NOV 2014-NOV 2015)

## **Internship**

Dr.Padiar Memorial Homoeopathic medical College, Chottanikkara, Ernakulam (OCT 2013- OCT 2014)

## **EDUCATION**

---

Bachelor of Homoeopathic Medicine and Surgery - Dr.Padiar Memorial Homoeopathic Medical College

Certified Professional Coder (CPC-A) - American Association of Professional Coders (AAPC) – scored 83%

Certified Professional Medical Auditor - American Association of Professional Coders (AAPC)

## **Affiliations**

American Association of Professional Coders Member ID – 01555812

## **SKILLS**

---

- ICD 10 CM
- CPT 4
- HCPCS
- ICD 10 AM
- ACHI
- LOINC
- Patient data compilation
- Coding error resolutions
- Insurance claims analysis
- Medical claims coding
- Records management
- Records review
- Leadership