



JEENA. N.P

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PERSONAL DETAILS

NAME: JEENA. N.P
D.O.B: 22-10-1999
NATIONALITY: INDIAN
GENDER: FEMALE
MARITAL STATUS: MARRIED

PERSONAL SKILLS

- Handle the pressure of work
- The ability to adapt the condition.
- Enjoy the work and the spirit of cooperation and assistance.
- Desire in the continued development of my skills.
- Punctual and Honest, Customer Service
- Communication Skill
Leader ship And Team Work

PROFILE

A proven Medical Coding Specialist with Good Knowledge of Anatomy and ICD 10, Seeking to Obtain an Appropriate and Permanent Position in the Public or Private Sector Organization that Offers room for Currier Progression.

PROFESSIONAL EXPERIENCE

MEDICAL CODER, Edappal Hospital

Key Responsibilities

- Stayed up to date with Medical Terminology and Industry trends to maintain accuracy in Coding
- Accurately Documented Medical Records of Patients to EMR Systems
- Scanned and Filed Medical Records in Alphabetical Order to Maintain organized and up to date Filing Systems
- Reduced Errors in Medical Records by Reviewing and Editing for Clarity and Consistency

EDUCATIONAL QUALIFICATION

- ❖ DIPLOMA- Medical Coding (CPC) - 2024
Chiss Institution, Thrissur
- ❖ DEGREE- BA ENGLISH - 2019
Ansar College, Perumbilavu
- ❖ PLUS TWO - SCIENCE - 2016
Darul Hidayah, Kandanakam
- ❖ SSLC - 2014
MVM School, Valayamkulam

SKILLS

- **Medical Coder**
- **Knowledge Medical Terminology**
- **Clinical Documentation**
- **Excellent Data Entry Skill**
- **Good Interpersonal Skills and Ability to Function as a Team Member**
- **MS Office**
- **EMR Software Proficiency (CORTEX, HIS)**
- **Health Care Documentation Specialist**
- **Hospital Inpatient and Outpatient Records**
- **Followed HIPAA Rules and Regulations Regarding Patient Confidentiality**
- **Computer Proficiency with Good Speed**

TECHNICAL SKILLS

- **Operating System : Microsoft Office**
- **Package Known : Internet**

LANGUAGE SKILLS

- **English**
- **Malayalam**
- **Hindi**

DECLARATION

I do hereby declare that the above information furnished are true and correct to the best of my knowledge and belief.