CURRICULUM VITAE

Name:	**Mayra Abbasi**
DoB:	**17-12-1996**
Nationality:	**Pakistani**
Sex:	**Female**
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Educational Qualification:

Course	Session	Grade	Institute Name
SSC	2009	A	New Sideeq Public School, Rwp
HSSC	2011	A	Indus College of science, Rwp
B.Sc. (Hons) Orthotics & Prosthetics	2018	A	Rawalpindi Medical University (**RMU**)
Mphil Public Health	2022	A	Al-Shifa school of public health

Experience:

Senior Coding Executive
Surge
10/2022 - Till today
Achievements/Tasks

- Assigning codes to diagnosis and procedures, using ICD (International Classification of Diseases) and CPT (CurrentProcedure Terminology) codes.
- To ensure that codes are accurate, currently active and sequenced in accordance with coverage guidelines.
- Working on E-mails, denial management, rejections, documentation and transcription
- Working on Orthopedic Surgeries, Urgent care, Office visits, Pain management, Podiatry, Home visits, Labs, Gynaecology, Physical therapy, Occupational therapy, Speech therapy
- Software: ECW, Advance MD, Next Gen, Athena
- Scribbing
- Auditing

Senior Coding Executive
PMTAC- Pvt LTD
03/2022 - 09/2022,
Achievements/Tasks

- Assigning codes to diagnosis and procedures, using ICD (International Classification of Diseases) and CPT (CurrentProcedure Terminology) codes.

- To ensure that codes are accurate, currently active and sequenced in accordance with coverage guidelines.
- To follow up with the provider on any documentation that is insufficient or unclear. To receive and review patient charts and documents for accuracy.
- To search for information in cases where the coding is complex or unusual.
- Denial management, Rejections, payment posting, External Audit Review and Internal Audit Review for providers
- Working on Urgent care, Office visits, Pulmonology, Pediatrics, GIT surgery, Peadiatrics, Gynaecology, and Inpatient facility.
- Software: ECW, Athena, Kareo, Practice Fusion, MD land, Nex Gen

Contact: Waseem ul Islam - +923159293326

Coding and Billing Executive
Rhino MD's Billing Services
08/2020 - 02/2022,
  Achievements/Tasks
- Claim entry, Denial management, Rejections, Payment posting and Quality assurance
- Assigning codes to diagnosis and procedures, using ICD (International Classification of Diseases) and CPT (CurrentProcedure Terminology) codes.
- Worked on Urgent care, GIT surgery, Nursing facility, Emergency room.
- Software: Cure MD, Collaborate MD, Advance MD, CPSI

  Contact: Ehsan Ibrar - 03494271317

CERTIFICATION

Certified Professional Coder (07/2022)
  AAPC- The American Association of Professional Coders

Hospital Experience:
- Working experience as a student at APPNA rehab centre , orthopedics dept, **Benazir Bhutto Hospital.**
- Internship done from **Fauji Foundation hospital**, Artificial Limb Centre (ALC).
- 2 years work experience at GMT Rehab Centre as an Orthotist n Prosthetist.
- Received certificates of organizing different seminars and workshops on extracurricular and curricular activities at **RMU**.
- **RESEARCH** work done on descriptive study on leading preventable causes of back pain among women.

Professional Courses attended:
- Workshop on orthotic management of cerebral palsy child by **ISPO** from 3rd to 4th May,2014.
- Master class in rheumatology by **Shifa international hospital** on 20th Nov, 2016.
- Workshop on recent advances in Arthoplasty by **Society of Surgeons of Pakistan** on 17th Nov, 2016.
- Seminar on orthotic management of common upper limb pathologies by **ISPO** on 21st Jan,2017.
- Seminar on diagnosis and treatment of **epilepsy** in global perspective on 29th Sep, 2016.

- Workshop on advanced workshop management by Orthopedic Dept **Benazir Bhutto Hospital** on 26th Aug. 2016.
- Seminar on diagnosis and treatment **of diabetic peripheral neuropathic pain** on 25th Oct, 2017.
- Hands on training on **advanced Prosthetics by Endolite** on 25th April, 2018.

Professional skills:
- Interactive behavior.
- Social cooperation.
- Good communication skills.
- Administration, analysis, and assessment.
- Coordination and creative thinking.
- Management, multitasking and planning.
- Integrity, flexibility, adaptability and persistency.
- Problem solving and project management.
- Team building, team work and time management.
- Update skills by attending conferences and seminars.
- Managing daily activities.
- Conduct interdepartmental training activities.
- Expert in organizing different events.

Language Proficiencies
- English, Urdu & Punjabi

Computer Proficiencies:
- MS Office, Familiar with Internet and emails.
- SPSS for research work.