Francis Jude V. Romero
09457014400

rfrancisjude1988@yahoo.com ://www.linkedin.com/in/francis-jude-v-romero-74724511b/

26. P. Ledesma Street Pototan Iloilo

PROFESSIONAL SUMMARY

_____

3 years experienced as a medical coder and 8 years experienced as a medical records staff.

WORK EXPERIENCE

_____

Authorization Officer Coder January 2024 – May 2024
CCRCM- Burjeel Hospital Dubai
- Assigning correct ICD 10CM, CPT ,HCPCS, and IP/DC DRG coding.
- Sending approvals or Authorization request to the third party Payers.
- Preparing Cost estimate for IP and Day case patients.
- Follow up the status of the approvals request to the third party payers.
- Find, correct the error or rejection, and resubmit again the request to the third party payer.
- Update the patient details in the approval tracker.
- Checking the coverage, and and eligibility of the patients.
- Utilize 3M software for accurate IP/DC- DRG, CPT, ICD 10CM coding.

Medical Coder April 2023 – November 2023
Inspire Center for Kids Rehabilitation Abu Dhabi, United Arab Emirates
- Coding ICD 10CM and CPT for Speech Therapist, Occupational Therapist, and Physiotherapist.
- Audit medical records for completeness, and SOAP notes for proper timings and documentation.
- Process claims for submission for obtaining payments.
- Rectified the error on the denied claims, and resubmitted on time for payments.
- Obtaining prior authorization, renewals, and extensions for PT, OT, and SLP.
- Submit weekly and monthly revenue reports to the manager

Medical Coder - January 2021 – January 2023
Royal Care Medical Center • Abu Dhabi, United Arab Emirates
- Highly skilled in abstracting information and assigning ICD 10CM and CPT codes to describe each documented analysis.

- Strong familiarity with coding related to internal medicine, family medicine, dental, pediatric, orthopedic, ENT, OB/Gyne, GP, dermatology, radiology, and physiotherapy.
- Ability to liaise with insurance companies regarding rejected insurance claims, and unpaid balances.

- Ability to liaise with physicians, and nurses to clarify diagnoses for additional information.
- Well-versed in using Clinicsoft software, Openjet, and the Daman dashboard portal.
- Thorough understanding of anatomy, and physiology, medical terminology, surgical procedures, and medical abbreviation.
- Knowledgeable about coding guidelines ICD 10CM, CPT, and dental coding established by Canadian Dental Association.
- 1 on 1 mapping of diagnosis that could cover the CPT code.
- Auditing claims for completeness, submitting claims for obtaining payments, obtaining prior authorization for dental, and medical services, and verifying insurance eligibility.
- Knowledgeable about denial codes in the resubmission of claims.
- Follow up on rejected claims, find and correct errors, and resubmit for payment on time.
- Responsible for monthly submission and resubmission of reports.
- Thorough understanding of coinsurance, co-payments, and deductibles.
- Investigate and resolve billing and payment issues.
- Participated in Tasneef Audit.

Medical Records Staff- **September 2012 – December 2020**
Al Sharq Hospital • Fujairah, United Arab Emirates
- Transcribe, and process medical reports and operative reports request utilizing ICD 10CM codes.
- Assigned to the front desk reception to attend to the patients.
- Sorting and scanning of documents into electronic medical records system (EMR).
- Extracting file information from electronic medical records as per patient, and insurance department requests.
- Process duplication of medical records of patients (Discharge Summary, Medical Reports, Laboratory results, etc.)
- Perform records management such as engaging a porter to deliver documents to patient care areas.
- Archiving of documents in e-MR storage and tracing, filing of physical notes, and disposal of physical copies of medical records (post scanning).
- Perform a quality control check (100%) on the scanned images.
- Data entry, and, photocopying.
- Documentation Review.
- Prints, mails, and/or faxes patient information as requested and authorized.

- Answering calls with etiquette.
- Submit a request for chart retrieval from storage if needed to comply with a medical records request.
- Maintains confidentiality of all patient information as per policies and procedures.

VOLUNTEER WORK
_____

Nursing Attendant - **10 months of work experience**
Iloilo Provincial Hospital Philippines
- Take vital signs.
- Turn or reposition bedridden patients.
- Obtain the patient's history.
- Lift patients into beds, and wheelchairs.
- Clean and sanitize patient areas.
- Change bedsheets.
- Restock rooms with necessary supplies.
- Insert and change the catheter.
- Follow–up intravenous fluids.
- Wound dressing.
- Transporting patients, patient records, and laboratory specimens.
- Assist physician with suture removal and incision and drainage.
- I help nurses and other healthcare staff attend to patients' care needs in various hospital settings.

EDUCATION
_____

Practical Nursing - **Jun 2008 - May 2010**
St. Augustine School Of Nursing • Iloilo, Philippines

SKILLS
_____

- Computer Literate , English Proficiency , Understand Basic Arabic Language

PROFESSIONAL CREDENTIALS
_____

- Licensed Professional Coder - (AAPC) – June 2019

PERSONAL INFORMATION:

Date of Birth : October 08 1988

Age   : 35 years old

Place of Birth: Iloilo, Philippines

Citizenship   : Filipino

Religion   : Roman Catholic