

Shekinah Jadhav

MEDICAL OFFICE ASSISTANT – EMR, Appointment Scheduling, Billing & Records Management

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SKILLS

- **Clinical Management:** Appointment booking, chart prep, lab coordination, surgical Appointment Management.
- **Electronic Records:** Meditech, Accuro, Epic, Parklane, Optum used for real-time EMR access & documentation.
- **Insurance & Billing:** U.S. and Canadian claim validation, payer policy review, denial resolution, EOB posting.
- **Compliance & Tools:** PHIPA audits, infection logs, Office Productivity Tools, high-volume data entry, scan, email.

WORK EXPERIENCE

Co-op Student – Occupational Health & HIS

January 2025 – March 2025

Runnymede Healthcare Centre

Ontario

- Reviewed and scanned 300+ staff health records using Parklane; upgraded data completeness by 40% and aligned immunization audit reports with Occupational Health protocols across compliance documentation and archival systems.
- Audited 100+ HIPAA-compliant records daily, flagged discrepancies with HIS teams, and validated vaccine compliance logs, improving record accuracy by 35% and reducing pending internal health files by 50% through reconciliation.

Remote Billing Assistant Manager

April 2024 – February 2025

Little Champs Therapy and Yoga

Remote – USA

- Processed billing for 100+ clients weekly by verifying insurance, reconciling EOBs & auditing documents, reducing claim rejections by 45% through internal reviews, clearinghouse checks & standardized error validation in payer systems.
- Validated CPT codes, updated ledgers, and resolved payer queries through weekly reviews, achieving 30% faster reimbursements and reducing unresolved tickets by 50% via synchronized billing workflows and backend system updates.

Medical Coding Specialist

January 2021 – May 2023

IKS Health

India

- Coded 1500+ fertility procedures including IVF, IUI, and cryopreservation using ICD-10, CPT, and HCPCS; improved reimbursement accuracy and audit readiness by 40% through validation audits and coding compliance workflows.
- Reviewed 300+ incomplete charts with fertility specialists and audited 400+ encounters monthly, reducing denials by 30% and increasing coding accuracy by 25% through clinical documentation clarification and trend correction reviews.

Hospital Administrator Assistant

November 2019 – January 2022

Phatake Patil Hospital

India

- Maintained 1000+ inpatient and outpatient records during COVID-19; improved data accuracy by 35% through intake form redesign, EMR updates, and documentation audits that ensured compliance across patient scheduling workflows.
- Scheduled 20+ clinical staff using workforce planning tools and tracked triage logs & decreased coverage gaps by 30% and ensured 100% compliance with daily quarantine reporting via optimized shift allocation and floor coordination.

Senior Medical Coder

May 2015 – January 2021

GeBBS Healthcare Solutions

India

- Coded 2500+ records monthly across OB/GYN, radiology, and pathology; reduced audit flags and boosted claim accuracy by 30% by integrating QA workflows and payer-specific compliance standards into routine coding operations.
- Trained 10+ junior coders on CPT updates, payer rules, and denial workflows; increased team productivity by 40% and minimized re-submissions by enforcing coding standards across 500+ quarterly reviews with QA leads.

VOLUNTEER EXPERIENCE

Volunteer (Endoscopy & IPAC Departments)

October 2024 – Present

Humber River Health

Ontario

- Coordinated 50+ endoscopy cases weekly; streamlined data flow & prep, improving readiness & workflow by 25%.
- Logged 300+ infection audits; cut errors by 30% via accurate logs, protocol checks & infection tracking tools.

Volunteer (Greeter and Patient Associate)

October 2024 – Present

Runnymede Healthcare Centre

Ontario

- Guided 50+ patients weekly using EMR logs and dietary preference systems, improving meal-order accuracy by 90%.
- Collaborated with 5+ departments daily to coordinate non-clinical patient services, reducing wait times by 30%.

EDUCATION

Postgraduate Diploma in Healthcare Leadership

September 2023 – April 2025

Sault College (in partnership with triOS College), Ontario

Bachelor of Science in Microbiology

June 2012 – April 2015

Pune University, India

CERTIFICATIONS

- Certified Professional Coder (CPC), Basic Life Support (CPR)
- Medical Terminology Certification, Smart Serve Certified