**COVER LETTER**

It is with great interest that I am forwarding my CV/Resume for your consideration **for the position of MEDICAL CODER/ INSURANCE COORDINATOR**.

My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee.

My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration, and do not hesitate to contact me if you have any questions.

I look forward to speaking with you soon.

**NAME** : CHANDRAJ

**E-mail ID** : [chandraj.333305@2freemail.com](mailto:chandraj.333305@2freemail.com)

**RESUME**

CHANDRAJ, Bsc Nursing, CPC, ICD-10.

C:\Documents and Settings\Manikanta\Desktop\mani\mail.gif [chandraj.333305@2freemail.com](mailto:chandraj.333305@2freemail.com)

# Career Objective

To establish myself as a successful professional by executing my skills acquired and I am seeking for a challenging role of **medical coder** in a healthcare/hospital where my skills and knowledge can be utilized to the fullest extent and can be able to serve the industry.

SKILLS:

* In-depth knowledge of medical coding techniques and guidelines.
* Sound knowledge of medical terminology and physiology.
* Excellent in communication, interpersonal, and organizational skills.
* Self-confidence, willingness to learn more and work hard.

# Professional Work Experience

* **EPISOURCE INDIA PRIVATE LTD**
* **42 months** experience as **Medical coder** in **Episource India Pvt ltd**, Chennai, India from March-2013 to October 2016 as **Executive Coder**.
* **LIFE LINE MULTISPECIALITY HOSPITAL** (Staff Nurse 1yr)
* **INDIAN INSTITUTE OF MANAGEMENT INDORE.**

**1 Year** of working experience in **ICU** set-up in **LIFE LINE MULTISPECIALITY HOSPITALS,** Chennai, India.

**1 Years** of working experience in **Casuality** set-up in **Indian Institute Of Management, Indore.**

**Certification:**

Completed certification of **Certified Professional Coder (CPC)** conducted by AAPC in CPC from AAPC .

Completed **ICD 10 Proficiency Assessment** conducted by AAPC in DEC 2015.

**Roles and Responsibilities**:

* Code Medical Records by following the Standards.
* Having Sound knowledge in various Accounts and in different Scopes.
* Deliver Coding files on Time without Delay.
* Maintained the 98% of accuracy and productive quality.
* Responsible for handling different types of medical claims which include Outpatient, inpatient, Diagnostic test Etc.
* Department Coding Specializations Listed: HCC coding, Coded Outpatient,Inpatient,E & Mservices.
* Utilized various coding books, procedure manuals and on-line Medical coder expert as a resource.
* Possess good analytical and problem solving skills.
* Good organizational / time management skills.
* Good interpersonal and communication skills and the ability to operate effectively in a global working environment.
* Work calmly under pressure and meet agreed timelines.
* A quick learner with an eye for detail and excellent analytical and quantitative skills.
* Excellent team player with high level of personal initiatives.
* Ability to handle multiple tasks simultaneously and ability to delegate tasks appropriately.

# Technical Skills

* **Packages : M.S.Office, Typewriting.**
* **Operating System : WindowsXP, Windows-8.**

# Academia

* **2015 : CPC certified from AAPC**
* **2005-2009**: **Degree in Nursing from Shushruthi College of Nursing, Bangalore, India**
* **2004-2005: :+2, Govt. Vocational Higher Secondary School Kunchithanni, Kerala.**
* **2002-2003:** :**SSLC , Govt. Vocational Higher Secondary School Kunchithanni.**

# Strengths

* Ability to carry a project from conception to completion.
* Ability to work individually as well as in groups.
* Ability to lead the group as well as to train the individuals.
* Quick learning and Adoptable to any kind of situation
* Exceptional technical and communicational skills.

# Personal Vitae

**Name : CHANDRAJ**

**Languages known : English, Hindi, Malayalam and Tamil**

**Date of birth : 31/10/1987**

**Marital status : Single**

**Nationality : Indian**

**Hobbies : Watching Movies, Long Drive, Photography.**

**Visa Type : Visit**

**Declaration:**

I here by declare that the details furnished above are true to the best of my knowledge.

**Place:** DUBAI

**(Chandraj)**