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**COVER LETTER**

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

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, Please reply me

I look forward to speaking with you soon.

**NAME : Darveena**

**E-mail ID :** **darveena-395290@2freemail.com**

**VISA Details**

**VISA type : Visit VISA**

**VISA Expiry Date : 19-01-2020**

**RESUME**

 **Darveena, M. phil, CPC.**

**Dubai, UAE**

**darveena-395290@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***.(***ICD-10, CPT, HCPCS, drug codes in all specialties***)
* Having good skills in Excel sheet maintenance with shortcuts & formulas.
* Sound knowledge of medical terminology and physiology.
* Excellent in communication, interpersonal, and organizational skills.
* Self-confidence, willingness to learn more and work hard.

**Certification:**

Completed certification of ***Certified Professional Coder (CPC)*** conducted by AAPC in CPC from AAPC May-2019.

#  Professional Work Experience

* Currently working as **Senior Quality Analyst** in Bangalore/Chennai, India from **May-2016 to October 2019**.
* 2 years 2 months experience as **Medical coder** in **Episource India Pvt ltd**, Chennai, India from **September-2013 to December-2015** with experience as **Executive Coder**.
* 2 Years experience as **Junior Research Associate** in **GVK BioScience, Pvt ltd**, Chennai, India from **June-2011 to May-2013.**

**Roles and Responsibilities**:

* Code Medical Records by following the Standards.
* Department Coding Specializations Listed: ***Outpatient*** as well as ***Inpatient***.
* Handled a team in Vee technologies with good coding and leading skills.
* Handled a team which was especially assigned to me for Provider Query.
* 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 E-Claims and paper

 claims.

* Utilized various coding books, procedure manuals and on-line Medical coder expert & 3M

 software’s as a resource.

* Screening the medical report and justification of medical diagnosis and lab tests/procedures, correlating with the medical necessity.

# Technical Skills

* **Packages : M S Office, (Word, Excel &Power point)**
* **Operating System : Windows XP, Windows-8.**

# Academia

**2009-2010 : M.phil Biochemistry** in Bharathidasan University, Trichy, Tamil nadu, india.

**2007-2009** : **M.Sc Biochemistry** in Bharathidasan University, Trichy, Tamil nadu, india.

**2004-2007** : **B.Sc Biochemistry** in Bharathidasan University, Trichy, Tamil nadu, india.

**2003-2004** : D**MLT** in Bharathidasan University, Trichy, Tamil nadu, india.

# Achivements

* Promoted as **SENIOR QUALITY ANALYST** within 6 Months and handled a team.
* Promoted as **EXECUTIVE CODER** within a Year.
* Actively participated in sports athletic events and got many prizes at Division and district level.
* Being classrepresentative throughout my Master Degree.
* Got distinction in Master degree.

# 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 : Darveena**

**Languages known : English, Tamil and Telugu**

**Date of birth : 09/05/1985**

**Marital status : Married**

**Nationality : Indian**

# Declaration

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

**Place:** **Yours Sincerely,**

**Date:**

 **(Darveena )**