

**To,
The HR Manager,**

Sub: Application for the Post of Insurance Coordinator

Dear Sir/Madam

I am looking for a new vocational challenge with increased international perspective within a larger team. As I came to know that a suitable vacancy exists in your esteemed organization, I wish to introduce myself as a candidate for the same.

My works with the previous employers have been highly appreciated. I take the job with a great sense of responsibility, relish the challenge of new situation and expect to make a positive contribution in the position you offer.

Hoping to get an early interview call from you,

Thanking you,

Very Truly Yours,

Syam Chandran

SYAM CHANDRAN

Insurance Coordinator and Nursing Professional

Mobile: +971 50 1514607 (UAE)

Email: syam_chandran@yahoo.com

Completed Medical Coding Course from GMC University Ajman.

Holding UAE driving License



CAREER OBJECTIVE

To pursue a long-term permanent and challenging career in the field of Nursing, and where my experience can be employed towards the growth of the organization.

OVERALL SUMMARY

- ✓ Nursing Diploma holder with overall 9 years professional experience in nursing field with various Super Specialty Hospitals in India and 3 years' experience in UAE.
- ✓ Area of experience mainly in Medical ICU, General Ward and other areas.
- ✓ Willingness to work as a part of team and on my own initiative.
- ✓ Presentable with good communication skills.

EDUCATIONAL ATTAINMENT

- Diploma in GNM with First Class from Manjunatha School of Nursing Sciences, Bangalore, Karnataka in 2007.
- KNC – Karnataka Government Nursing Council
- Bachelor Degree in Economics from MG University, Kottayam , Kerala
- Plus Two with 50% from NSS Higher Secondary School, Lakkattoor.
- SSLC with 50% under Public Board of Examination, Kerala.

EXPERIENCE SUMMARY

1. **Niramaya Hospital Chinchwad, Pune.** : 17th September 2007 to 25th October 2008
Position: Staff Nurse
Area of Work: General Ward (250 Bed capacity Hospital)
2. **HDP Hospital Kottayam, Kerala.** : 3rd November 2008 to 15th July 2012
Position: Staff Nurse
Area of Work: Medical ICU (250 Bed capacity Hospital)
3. **Dr. Ismail Polyclinic Discovery Garden, Dubai** : 1st August 2012 to 30th July 2015 as Insurance Coordinator.
Area of Work: Online E-claim Submissions, Reconciliation, Taking Authorization
4. **Lamprell Energy Ltd. Sharjah** : 3rd September 2015 to 21st March 2017 as a Paramedic.
Area of Work: give First Aid treatment to employees , Enquiring Insurance approval of employees.
5. **Al Shrooq Polyclinic, Ajman** : 17th June 2017 to Till date as an Insurance Coordinator.
Area of Work: Online E-claim Submissions, Reconciliation, Re-submission, Taking Authorization







Job Responsibilities

- Keeping various knowledge about medical coding processes that include E&M, ER.
- Sustaining effective communication with superior coders with a view to get acquainted with the modern coding updates.
- Effectively comprehending the charts and documents related to patient health care. Besides processing the patient health documents in precise modes.
- Observing the quality parameters regularly and ensuring that the quality of coding work is maintained at higher rate.

Special Knowledge

- ❖ CPT
- ❖ Medical terminology & Anatomy.
- ❖ ICD-10
- ❖ HCPCS

Key Skills

-  Client skill in the execution of facility coding, physician coding, outpatient coding, and inpatient hospital coding procedures in an exact way.
-  Possesses knowledge of utmost quality related to medical coding methods and guidelines, including ICD-10, CPT, and HCPCS.
-  Inspiring abilities in the operation of VMS system and Microsoft oriented applications such as PowerPoint, excel, and Word.
-  Informative in different areas like pharmacology, anatomy & physiology, psychology, advanced medical terminology, and other related medical sectors.
-  Assisting departments with quires on documentation requirements & submissions.
-  Good typing speed and ability to communicate in a professional manner.

COMPUTERS & TECHNICAL SKILLS

- Post Graduate Diploma In computer Application (PGDCA) from The Indian Software Society during The Year 2002 To 2003. (1 year Course).
- Thorough Knowledge on Operating Systems and Office Tools like Windows, Ms Office Advanced (Word, Excel, PowerPoint, Outlook, Access, Visual Basic, C, C++ & Oracle).
- Expertise in using Internet communications.

PERSONAL DATA

Age	:	35 Years
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Hindu
Passport No.	:	L1475924 (Valid up to 23-05-2023)
Languages Known	:	English, Hindi, Malayalam & Tamil

DECLARATION

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

Yours Faithfully,

SYAM CHANDRAN

REFERENCES

1. Dr. Subhash Rajule
Medical Superintendent
Niramaya Hospital
Pune, Maharashtra.
Ph No: 0091 20 27441860
2. Dr. TKC Thirupal
Chief Medical Officer
The House of Divine Providence Hospital
Kaipuzha, Kottayam
Ph. No: 0091 94474 64577(Mob)
3. Dr. Sheria Stephen
Managing Director
Dr. Ismail Polyclinic
Discovery Garden
Dubai. Phone: 04-4494087