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## APPLICATION FOR THE POST OF MEDICAL/INSURANCE CODER

**Sivaraman Rajamanickam, CPC, CRC, BTech Biotechnology**

**Contact No: +971 502867438/561527571**

**E-Mail : [shivaramindhu2019@gmail.com](mailto:shivaramindhu2019@gmail.com)**

**Passport no - T0715699**

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It is with great interest that I am forwarding my CV/Resume for your consideration for the position of **MEDICAL/INSURANCE 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, and do not hesitate to contact me if you have any questions.

I am looking forward to speaking with you soon.

## **Sivaraman Rajamanickam, CPC, CRC, BTech Biotechnology,**

**Coding Analyst**

Dubai, United Arab Emirate

Email Address: shivaramindhu2019@gmail.com

Mobile Number: +971-502867438/561527571



### **OBJECTIVE:**

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To secure a position where in I could utilize my acquired training and experiences, one that provide opportunities for career growth and personal development and in preparation for a more challenging and greater responsibility.

### **PREVIOUS WORK EXPERIENCE:**

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**Company** : **Episource India Private Limited**  
**Designation** : **Quality auditor and Coding analyst**  
**Duration** : **February 2016 – March 2019**

### **JOB PROFILE:**

- Coding Medical Records by following the Standards.
- Having Sound knowledge in various Accounts and in different Scopes.
- Delivering Coding files on Time without Delay.
- Maintaining 99% of accuracy and productive quality.
- Responsible for handling different types of medical claims which include Outpatient, inpatient, Diagnostic test Etc.
- Department Coding Specializations Listed: Coded Outpatient, Inpatient, E&M, Emergency room (trauma registry), Anesthesia and diagnostic ancillary services.
- Utilizing various coding books, procedure manuals and on-line Medical coder expert as a resource.
- Clarifying coding denials and insurance queries by following coding guidelines
- Reviewing medical record documentation and accurately coding the Primary/Secondary diagnoses and procedures using ICD-10-CM and CPT-4 coding conventions. Sequencing the diagnosis and procedures using coding guidelines.
- Handling Reconciliation and Resubmissions

- Developing and maintaining relationship with Insurance carriers to keep the department up to date with all billing and processing updates, including revision of pricelist and or amendments of contracts when applicable.

### **ACADEMIC QUALIFICATION:**

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- B Tech (Biotechnology) from University college of Engineering- BIT campus, Trichy (Anna University), 2015.
- HSSC in Govt High Sec School, Mangalapuram (Tamilnadu state board), 2011 with 89.5%
- SSLC in Govt High School, Mukhasaparur (Tamilnadu state board), 2009 with 88.5%

### **PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS:**

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- **Certified Professional Coder® (CPC)** (AAPC ID: 01532896)
- **Certified Risk adjustment Coder® (CRC)** (AAPC ID: 01532896)

### **ACCOMPLISHMENTS:**

- **Quality auditor – 2017**
- **Executive coder – 2017**
- **Coding Analyst - 2018**
- **Coder of the year award - 2018**

### **TECHNICAL SKILLS:**

- MS Word, Excel, Microsoft Office Outlook, V look up, well versed with the usage of Internet, E-mail

### **ADDITIONAL SKILLS:**

- Involved in Project-oriented training (CPT, ICD and on job training)

## PERSONAL DATA:

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### Personal Data:

Date of Birth : 05/12/1994  
Age : 24 years  
Gender : Male  
Nationality : Indian  
Marital status : Single  
Father Name : Rajamanickam

### Passport Detail:

Passport No : T0715699  
Date of issue : 11/01/2019  
Date of expiry : 10/01/2029  
Visa Status : Visit

### **Declaration:**

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I hereby certify that the above information is true and correct with the best of my knowledge

**Sivaraman R**