



# Curriculum vitae

## MS. ASHA ALEXANDER

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**CERTIFIED PROFESSIONAL CODER**  
**01999280 (Member ID)**

## PROFESSIONAL SUMMARY

Certified Professional Coder, seeking Medical Coding position in the Health Administrative field. I provide dedication, commitment, loyalty and perseverance to any company that I work for. To grow within a company that supports continuing education to further my career and a coder.

## TECHNICAL SKILLS

Confident to work with Microsoft Word, Excel, LIFE HIS software.

## PROFESSIONAL SKILLS

- Extensive knowledge of medical terminology, Anatomy & Physiology
- Knowledge in Surgery and Anesthesia coding
- Knowledge in OP and IP coding
- Knowledge in Pre-approval
- Knowledge in injections and infusions
- Excellent data entry skills
- Experienced in health care activities
- Strong understanding of E/M, ED, ICD-10-CM, CPT & HCPCS
- Expertise in medical record review to abstract information required to support accurate outpatient coding & inpatient coding
- Assure the assignment of complete, accurate, timely and consistent Codes for each chart assigned.

## EDUCATIONAL QUALIFICATIONS

- ✚ Certified Professional Coder from AAPC
- ✚ Diploma in General Nursing & Midwifery

## WORK EXPERIENCE

### ERNAKULAM MEDICAL CENTRE, KOCHI

- ✚ Trained in medical coding (OP coding, IP coding, ICD-10 coding, medical terminology, anatomy, physiology, diagnosis, current procedure terminology) and well versed in using LIFE HIS software.

### SKYLINE HEALTHCARE

- ✚ Worked as an Insurance coordinator from Jan 2022 to Jan 2023.

### AL MADAR CLINIC, SHARJAH

- ✚ Worked as a Staff Nurse in ENT OPD from August 2017 to April 2018.

### VPS LAKESHORE HOSPITAL, KOCHI

- ✚ Worked as a Staff Nurse in Operation Theatre from June 20th 2011 to October 7th 2016. During

this period got specialized in Camera Holding for all Laparoscopic cases of Gastroenterology, Urology & Gynecology.

Lakeshore Hospital & Research Centre is NABH Accredited and an ISO 9001: 2000 certified 350- bedded state of the art super specialty Hospital having 10 Operation Theatre.

#### LOKA RAKSHAKA HOSPITAL, THEVALAKARA, KOLLAM

✚ Worked as a Staff Nurse in Operation Theatre from May 1st 2010 to April 30st 2011. It is a 200 bedded hospital having 3 Operation Theatre and all types of General Surgeries, Orthopedic, ENT, Gynecology, Obstetric, Pediatric Ophthalmology

### SPECIALIZED AREAS

Knowledge of medical terminology, Anatomy, Physiology & disease conditions.

Assure the assignment of complete, accurate, timely and consistent codes by the medical coding unit  
Classification of Diseases (ICD)-10, clinical Modification; Current procedural Terminology (CPT) Review  
and abstract relevant clinical data/medical records to select and sequence the appropriate ICD-10 diagnosis.

### PERSONAL DETAILS

Husband Name	:	Manu Rajan
Date of Birth	:	08-08-1988
Passport Number	:	P4767482
Visa Status	:	Residence Visa (Husband Sponsorship)
Gender	:	Female
Linguistics	:	English, Malayalam

### REFERENCES

1. Ms. Reshmi. R  
Medical Record Officer  
Ernakulam Medical Centre  
Kochi
2. Ms. Komal Kumari  
HR Manager  
Skyline Healthcare  
Dubai
3. Dr. George P. Abraham  
Senior Consultant Urologist & Transplant Surgeon  
Lakeshore Hospital and Research Centre  
Kochi
4. Sr. Celine Mathew  
Nursing Superintendent  
Lakeshore Hospital and Research Centre  
Kochi

I do hereby declare that the information furnished above is true to the best of my knowledge and belief.

ASHA ALEXANDER