

• **Contact**



Kochi, KL, 682030



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alan.jeff0294@icloud.com



Alan Jeffery

Certified Medical Transcriptionist &
Medical Coder

Tuesday, January 11, 2022

RE: Certified Medical Transcriptionist Position at Medical Trust Hospital

Dear Director of Human Resources - Medical Trust Hospital,

Please accept this letter as an expression of my interest in the Certified Medical Transcriptionist position. I am a highly motivated and progress-focused Senior Medical Transcription Editor with a long-standing background in this industry.

The attached resume details my extensive experience and training. If you choose to interview and hire me, you will not be disappointed.

Throughout the course of my career, I have perfected my medical coding and managing operations abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed communication, collaboration, and data entry toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong teamwork talents. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

I have been out of the field for a time due to some unexpected medical issues. Everything has been taken care of and I am ready to get back into the workforce. I would be open to elaborate more if you have further questions!



Please take a moment to review my resume and credentials following this letter. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Looking forward to hearing from you.

Sincerely,
Alan Jeffery
CPC-A, CPMT

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& Medical Coder

Organized and dependable candidate, anxious to obtain an entry-level Certified Medical Transcriptionist & Medical Coder full-time position offering professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Willingness to take on added responsibilities to meet team goals with a positive attitude.

• Core Skills

CPT®, ICD-10-CM, and
HCPCS Level II Codes and
Billing



Anatomy & Physiology



Medical Transcription, Editing
& Quality Analysis



Business Communication,
Etiquette & HR Policies



Verbal and Written
Communication



MS Office & Speed Typing



Team Leading, Building &
Motivation



Analytical and Critical Thinking



Strategic-Decision Making &
Problem Solving



• Work History

2021-01 -


Medical Coding Educator [Trainee]


2021-04

Cigma Medical Coding Academy, Kochi, KL

- Handled up to 3 in-class and 5 online class sessions per day in accord with Cigma syllabus and instructional plans and AAPC-stated course objectives.
- Led and prepared lectures for Anatomy & Physiology class sessions.
- Instructed students on various HR Policies and importance of Business Communication.
- Taught and evaluated diverse student population by employing various learning styles and abilities, grading their progress through quizzes, tests, homework and projects to provide students with timely academic progress information and feedback via CRM.
- Created lesson plans for courses, modifying the throughout to meet time constraints and specific interests of class.
- Reviewed program materials and coordinated updates to keep department materials relevant and accurate.
- Created and enforced positive classroom code of conduct.
- Built strong rapport with students through class discussions and academic advisement.
- Conducted engaging in-class discussions to facilitate learning and encourage participation and research.
- Assisted and identified at-risk students to eliminate student barriers to learning.
- Met with students to dispense study and career advice and provide guidance and potential opportunities within chosen field.
- Participated in various induction programs and recruitment drives from reputed medical coding companies.

• Languages

American English Accent

Excellent

Australian English Accent

Excellent

Malayalam

Average

Hindi

Basic

2017-07 -
2019-02

Senior Medical Transcription Editor

Ansell Medical Transcription, Kochi, KL

- Followed protocols and code of conduct implemented by MLCOA and its subsidiaries.
- Transcribed and edited physician reports with an accuracy range of 95%-98% for spelling and content.
- Performed qualitative analysis of records for accuracy, internal consistency and correlation of recorded data.
- Effectively communicated with client's HIM department contact via Ansell Medscape Portal to correctly interpret assignments and details.
- Worked cohesively with physicians and other clinical and/or non-clinical staff to complete transcriptions.
- Followed all HIPAA rules and regulations regarding patient confidentiality.
- Reviewed documentation for compliance with requirements and accuracy of information.
- Referred to variety of medical sources to prevent mistakes in medical terms.
- Corrected grammar, spelling and syntax mistakes in medical records.
- Demonstrated excellent skills to understand diverse accents and dialects.
- Recorded information using word processing, dictation and transcription software [*ExpressScribe*].

• Education

2019-05 -
2019-10

Certified Professional Coder - Apprentice

Cigma Medical Coding Academy - Kochi, KL

- Certified Professional Coder - Apprentice [CPC-A] | November 2019 | 84%
- Member of AAPC | 01762355

2017-01 -
2017-06

Certified Professional Medical Transcriptionist

KELTRON - Kochi, KL

- Professional Diploma in Medical Transcription [CPMT] | 82%

2011-04 -
2014-04

High School Diploma

National Institute of Open Schooling [NIOS] - Kochi, KL

- Senior Secondary School Examination | April 2014
- Secondary School Examination | April 2011
- Early Schooling | Abu Dhabi Indian School, UAE & Rajagiri Christu Jayanthi Public School, Kochi, KL.

● **Additional Information**

- Participated in 2021 HEALTHCON International Virtual Experience Conference.

● **Affiliations**

- FanFiction.Net® Literary Community
- Webnovel® Literary Community
- Wattpad® Literary Community
- SONY PlayStation® Official Gaming Community

● **Interests**

- Reading
- Writing
- Travelling
- Gaming