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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description: New_logo  Contact HR Consultant for CV No: 338389  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> | | | | | | | |  | | |
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| **Profile Summary** | | | |  | | |  | | | |
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| Seeking opportunity with a quality organization, who believes in team efforts and investing in their human capital for optimum utilization of their skills, experience and expertise in order to provide quality health care and high level of Client satisfaction to its customers. | | | | | | | | | | |
| **Strengths** | | | | | | | | | | |
| * Hard Working | | | | | | | * In depth knowledge of Medical insurance | | | |
| * Possess good management and supervisory skill * Ability to convince | | | | | | | * Familiar with Microsoft office * Excellent communication & Interpersonal skill | | | |
| * Leadership quality | | | | | | | * Problem solving and decision making skill | | | |
| **Qualifications** | | | |  | | |  | | | |
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| **Bachelor of commerce ,** Mahatma Gandhi University, **2011-2013** | | | | | | | | |  | |
| **Higher Secondary Examination ,** Central board of secondary education  **2009 - 2010**  **Secondary School of leaving Certificate**, Central borad of secondary education **2008** | | | | | | | | |  | |
| **Career Snapshot** | | |  | | | |  | | | |
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| **Insurance cordinator, Medical claim processor**  Medeor & LLH hospital abu dhabi (RCM office)  **Job Profile** | | | | | |  | **January2015 – Present** | | | |
|  | | |  | | | | | | | |
| * Auditing **E-Claims** invoices and assuring zero rejections. * Checking Card number, card validity, Payer, receiver, network, Co payment, CPT code, approval code, approval number approval validity, billing factor and dates of invoices. * Follow-up with Laboratory, Radiology, Cashier and Admission department for any pending invoices. * Timely reporting of any cause of delay in raising the invoices. * After auditing the claims generate XML files for submission then testing xml by SAP and fix all xml errors before submission to HAAD. * Preparing submission, pending and KPI report. * Maintaining audit reports for accounts. * Coordination with Coding Department & Auditing Department regarding the medical rejection. * Thorough investigation of all rejected claims. * Reclaims upload into HAAD PO after verification * Updating policies and discounts rates. * Familiar with ICD codes and CPT Codes. * Knowledge with insurance authorizations and denials. Handle claims with different Insurances. | | | | | | | | | | |
| **Career Snapshot** | | | |  | | |  | | | |
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| **Accounts Contractors (**India) **August 2013 - October 2014**  Ambady Lane, Krishna Swami Road, Kochi- Kerala, India  **Designation: Accountant.**  **Achievements** | | | | | | | | | | |
|  | | | |  | | | | | | |
| * Diploma in Computer Education ( MS Windows, MS Excel, MS Word, MS Outlook, MS Power Point) * Computerized Accounting (Peachtree, QuickBooks and Tally ERP 9) * Good Knowledge in SAP and INSTA   **Area of Interest** | | | | | | | | | | |
|  | | | |  | | | | | | |
| * Medical billing * Insurance coordinator * Medical claims processor * Claims submission | | | | | | | | | | |
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| **Personal Details** | | | |  | | |  | | | |
|  | | | |  | | | | | | |
| Nationality | : Indian | | | | | | | | |
| Date of Birth | : 23 August 1991 | | | | | | | | |
| Marital Status | : Single | | | | | | | | |
| Visa Status  Expiry : | : Employment visa  : 19 march 2017 | | | | | | | | |
| **Reference** | |  | | |  | | | | | |
|  | |  | | | | | | | | |
| Will be provided upon request | |  | | | | | | | | |

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.