**E B E E S**

**Ebees.352597@2freemail.com**

**D I P L O M A I N N U R S I N G A N D** **M I D W I F E R Y**

**C A R E E R** **O B J E C T I V E** **S**

To obtain employment as an **Insurance Coordinator** with the Metropolitan Business Solutions utilizing relevant training and great attention to detail to assist the outsourced medical facilities with their coding needs.

**C A R E E R / E X P E R I E N C E**

**AL NOOR POLY CLINIC**

Deira ,Dubai UAE



**INSURANCE COORDINATOR**

November 11, 2015 – Still working

**Duties & Responsibilities**

* Provide excellent customer service to both internal and external clients.
* Highly skilled in abstracting information and assigning codes to describe each documented analysis
* Strong familiarity with coding related to medicine, surgery, radiology and pathology
* Thorough understanding of anatomy, biology, pharmacology and disease management
* Work with hospitals, clinics, facilities and the clinical team to manage request for services from members and/or providers
* Manage the referrals process, processing incoming and outgoing referrals, and prior authorizations, including intake, notification and census roles
* Provide clerical support for insurance business operations and documentation.
* **Clinical Coverage Review**
	1. Benefit and Eligibility information
	2. Billing and Payment issues
	3. Customer material requests
	4. Physician assignments
	5. Authorization for treatment
	6. Explanation of Benefits (EOB)
* **Claim Processing**
	1. Authorization for treatment
1. Claim checking
2. ICD –CPT CODE evaluation. o Claim submission

o Claim Resubmission

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**P e r s o n a l I n f o**



|  |  |
| --- | --- |
| • Birth date | • Citizenship |
| **March 10, 1986** | **Indian** |
|  |  |
| • Sex | •Civil Status |
| **Male** | **Single** |
| • Age | • Blood group |
| **29** | **B+ve** |

**E d u c a t i o n**

***Diploma in Nursing Sowkhya School of Nursing,Banglore,India*** February 2008

Secondary Education

***Rev.Fr.G.M.VOCATIONAL***

**HIGHER SECONDARY SCHOOL**

Kerala, India

March 2003

**S K I L L S A N D I N T E R E S T S**

* Adept in computer software applications.
	+ **Sage ERP Accpac**
	+ **Microsoft Office Applications**
	+ **Adobe Photoshop**

**BABY MEMORIAL HOSPITAL**

CALICUT, KERALA. INDIA



**STAFF NURSE (CARDIO THORACIC AND VASCULAR SURGIVAL ICU)**

April 02, 201 to October 16, 2014

**Duties & Responsibilities**

* Provides emergency and palliative care and treatment to employees within legal scope of nursing responsibility
* Assess and determine the Health status of the employee.
* Refers/transports ill employee to the hospital as necessary.
* Conducts regular inventory of medicines and medical supplies. Prepare purchase requisition of such as necessary to ensure availability at all times.
* Maintain all employees individual medical records with strict confidentiality
* Maintain and generate medical related reports or other reports necessary for the unit.
* Coordination and generate medical related reports
* Assist in insurance application, medical claims and other health & safety related claims or issues.
* Develop and implement health and safety policies and crises intervention protocols.
* Conduct regular site visits to determine any possible health and safety hazards.
* Schedule and implements annual physical examination of employees.
* Assess pre-employment and medical results, refer to Company physician, monitor recommendations and follow through until illness is cleared.

**LAKSHMI HOSPITAL**

PALAKKAD , KERALA ,INDIA



**STAFF NURSE (CARDIO THORACIC AND VASCULAR SURGIVAL ICU)**

July 04 2010 to March 09 2013

**Duties & Responsibilities**

* Assessed, planned, implemented, and evaluated patient care
* Evaluate episodic and acute responses to broad classifications of physical or psychosocial
* Manage the planning and implementation of interventions
* Ensure the quality of emergency medical nursing care to patient
* Provided the orientation and training to new staff, medical students and nursing students
* Handle the queries and problems regarding medical or health

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**KATURI MEDICAL COLLEGE AND HOSPITAL**

ANDRAPRADESH ,INDIA



**STAFF NURSE (CARDIO THORACIC AND VASCULAR SURGIVAL ICU)**

November 03 2009 to June 30 2011

**Duties & Responsibilities**

* Assesses patients, plans and implements care in Accident & Emergency (A&E) Department
* Provides advice and maintains associated records
* Carries out nursing procedures

**LALITHA SUPER SPECIALITY HOSPITAL**

ANDRAPRADESH, INDIA



**Duties & Responsibilities**

* Assessed, planned, implemented, and evaluated patient care
* Evaluate episodic and acute responses to broad classifications of physical or psychosocial
* Manage the planning and implementation of interventions
* Ensure the quality of emergency medical nursing care to patient
* Provided the orientation and training to new staff, medical students and nursing students
* Handle the queries and problems regarding medical or health

**S U M M A R Y O F** **Q U A L I F I C A T I O N**

* Meticulous with paperwork and proofreading
* Excellent communication skills
* Able to comprehend common coding procedures
* Typing Speed: 60 WPM
* Exceptional telephone etiquette
* Adept in computer software applications.
1. **Sage ERP Accpac**
2. **Microsoft Office Applications**
	* Microsoft Word
	* Microsoft Excel

**S P E C I A L** **K N O W L E D G E**

* CPT®
* Code Assignment ICD-9-CM & ICD 10
* Coding Guidelines
* Medical Terminology
* Payment Methodologies
* Anatomy
* Surgery and Modifiers

**D E C L A R A T I O N**

This is a true copy of my CV. Any further information regarding my testimonials; I will be highly obliged to present the same upon demand or at the time of interview.