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| **RESUME**  **IN THE NAME OF GOD** | **FEBA** |

**Position Desired: Medical Claim Officer, Hospital Administration Assistant, insurance coordinator**

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| **3376(1).jpg**  **Visa status: Husband Sponsorship**  **Sex: Female**  **Date of birth:**  **03/07/1989**  **Nationality:**  Indian  **Religion:**  Christian  **Marital Status:**  Married  **Language Known**  English,  Malayalam  Tamil  **OTHER SKILLS:**   * Good communication skills * Knowledge of ICD 10CM,CPT and HCPCS * **COMPUTER:**   Word, excel, power point, internet, email,  social media  **CERTIFICATION& LICENSES:**  **CCH (IHMA) LICENSE** | **OBJECTIVE:**  To get employed as a Medical Claim Officer, Hospital Administration assistant, and make use of the training acquired by me, Skills in reviewing, processing and utilize my organizational and leadership skills.  Provide overall administrative support to enable the smooth running of the day-to-day operations of the Center while maintaining the highest level of customer service, confidentiality, quality and efficiency. Familiar with medical terminology also  PROFESSIONAL **QUALIFICATIONS:**   * **More than four years experienced in hospitals and clinics with sound working knowledge at a fast pace with optimal efficiency.** * **Medical graduate with in-depth knowledge in medical terminology, medical procedures and professional experience useful in medical reports and determining insurance claims** * **Experienced in dealing with hospital insurance electronic claim submission and claim settlement, good communication abilities with medical groups insurances companies patients etc.** * **Well versed in medical codes (CPT, ICD 10CM) for insurance settlement** * **Hospital administration master graduate with Experience in hospital administration ,medical insurance settlement and record maintanence** * **In-depth knowledge of safety measures and hygiene conditions to be maintained under medical care.** * **Strong Decision-making in high pressure situations. Skilled at interacting with patients in a friendly manner and encouraging them to discuss their medical condition openly.** * **Thorough knowledge in medical laws and ethical standards of medical care**   **PROFESSIONAL EXPERIENCE:**   1. **CM HOSPITAL, PANDALAM** (From October 3rd 2016 to May 5th 2017)   **INSURANCE CLAIM OFFICER CUM OFFICE ADMINISTRATION**   * Provide overall administrative support to enable the smooth running of the day-to-day operations of the Center while maintaining the highest level of customer service, confidentiality, quality and efficiency. * Develops and implements organizational policies and procedures for the facility or medical unit. Monitors the compliance for all medical services in the unit. * Prepare and handle insurance claims, using electronic and paper methods, to all relevant patients, insurance providers and other companies. * Directs, supervises and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel. * Plans, implements and administers programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff. * Monitors the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services. * Keep confidentiality of medical records & patient documentation. * Supervising patient flow through timely and efficient diary management of the Centre’s Doctors, technicians and therapists.  1. **ELANJIKKAL HOMOEOPATHIC CLINIC, KALAYAPURAM, KERALA, INDIA**.( From October 15th 2013 to September 20th 2016)   **POSITION: PHYSICIAN CUM ADMINISTRATOR**   * Maintain the case record and duty schedule of doctors and staff * Maintain accurate medical records and document, patients’ case history in detail. Discuss various treatment options extensively with patients and families. Strictly maintained confidentiality of patients, families, colleagues and any sensitive issues. * Closely examine the patient’s medical history, physical condition, medication allergies, health risk factors and test result to verify the further treatment. * Arranging any necessary follow up appointments for patients with hospitals or with other healthcare professionals   **3. SARADHA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE, KULASEKARAM** (From Oct 2012 to Oct 2013 INTERNSHIP)   * Perform preliminary examination of patients and diagnose the nature of the medical condition they are suffering from. Fill up the medical chart by providing details of the vital medical statistics of the patient during the checkup. * Accompany the team of medical practitioners during their visits to medical camps and awareness workshops. * Refer special cases with surgeons and specialists to treat sensitive medical conditions. Observe the patient's state of health during the treatment and ensure it moves towards improvement. * Communicate with the patients and make them feel comfortable enough to express their health problems * Administrate medicines to the patients under the guidance of the chief doctor * Discuss medical cases with the senior doctors and suggest treatments best suited to the patient's condition.Monitor the tests and note down the results on a medical chart. * Epidemic, communicable and non communicable diseases survey in the rural areas. Attend seminars to learn about the latest medical discoveries.   **ACADEMIC QUALIFICATIONS:**   1. MBA IN HOSPITAL ADMINISTRATION from Madurai kamaraj university   (2014-2016)   1. BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY (BHMS) from Sarada Krishna Homoeopathic Medical College, kulasekaram,   kanyakumari dist (2007-2013)   1. AAPC MEDICAL CODING course completed |