

**HALEEM**

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In quest of career enhancement in assignments across operations in Health Care with a growth oriented organization. Eager to learn the skills and to gain knowledge that would empower me to assimilate and to exhibit them throughout my career.

**Professional Synopsis**

* Good at handling data and analyzing the claims trends
* Proficient in understanding provider needs with proven ability in maintaining the relationships and enhance the overall efficiency of the organization.
* Detail-oriented with an analytical bent of mind and positive attitude.
* Capable at grasping new technical concepts quickly and utilizing it in a productive manner.
* Demonstrated ability to handle sensitive/highly confidential information with discretion and tact.
* A keen analyst with exceptional interpersonal skills and strong relationship management, team building, problem solving and organizational abilities.

**Employment Highlights**

* **Aug’16 – Feb’18 Renee Hospital as Insurance Supervisor at Kareemnagar, Telangana.**

*Company Profile:* Multi Specialty Hospital.

Key Job Responsibilities:

* Responsible for follow up and negotiations with insurance companies to ensure approvals.
* Evaluating the reasons for rejections or denials and non-payables
* Coordinating with accounts department after reconciliation
* Assisting and monitoring of the quality assurance of the Insurance team
* Identifying the areas of improvement and issues in billing and discounts.
* Coordinating in empanelling insurance companies and TPA’s.
* **Jan’15 – June’16 GlobeMed Qatar LLC as Medical Auditor at Doha, Qatar.**

*Company Profile:*Third Party Administrator.

Key Job Responsibilities:

* Identifying the areas of improvement and issues in billing by analyzing the claims trends.
* Initiating the audit process with appropriate sampling as per the provider behavior.
* Initiating prepayment and post payment audits as per the claims trends.
* Performing adhoc audits on a whistle blow.
* Preparing and reviewing the audit reports.
* Providing feedback to the processing team on fraudulent claims.
* Concluding the provider audits and initiating the recovery process.
* Preparing escalation reports and co-ordinating with NHIC for further course of action.
* Performing QC of the team members.
* **Apr’13 – Dec’14 Reliance General Insurance Company Ltd as Assistant Manager at Hyderabad.**

*Company Profile:* General Insurance Company.

Key Job Responsibilities:

* Claim adjudication in Corporate, Retail and Government policies.
* Quality check for team members.
* Preparing daily & Monthly Reports on claims update.
* Following up ageing analysis of claims from respective stake holders.
* Analyzing the claims and giving a feedback to Risk containment team.
* Preparing of medical newsletters published in Government policies.
* Documenting ICD codes in Insurance Information Bureau data.
* Coordinating with Claims investigation team and formatting regulations on controlling fraudulent claims.
* Giving regular feedback to IT team on new developments to be implemented in Software which is being used for claims processing and testing the new developments.
* Co-ordinating with the CRM team in resolving the policy related, Insurance related and general queries.
* Taking Interviews, recruiting new Doctors and training them with the essentials of processing aspects and basics of Health Insurance.
* **Oct’10-Mar’13 ICICI Lombard General Insurance Company Ltd as Customer Service Manager at Hyderabad.**

*Company Profile:* General Insurance Company.

Key Job Responsibilities:

* Conducting Well women and maternity, Breast cancer, Prostate cancer, Lung cancer awareness programs in major corporates.
* Coordinating with under writing team, health checkup team and call center in scheduling the pre policy medical checkups.
* Publishing wellness articles and medical tips to the stake holders.
* Claim adjudication of corporate and individual policies.
* Leading an off role inward team and maintaining its TAT.
* Performing the QC check for coding documentation.
* **Jul’07-Sep’10 Shadan Hospitals as Clinical Physiotherapist cum Teaching faculty at Hyderabad.**

*Company Profile:*Hospital cum Educational Institute.

Key Job Responsibilities:

* Taking care of physiotherapy OPD department.
* Taking orthopedic classes for the interns.
* Training interns in the OPD department.
* Taking practical sessions for final year students.
* Scheduling CME programs for students.
* **Jun’06-Jun’07 Apollo Health Street as Medical Coding Executiveat Hyderabad.**

*Company Profile:*Business Process Management Company.

Key Job Responsibilities:

* Assigning procedural and diagnostic codes as per Australian classification of Health Intervention for a Saudi based hospital project.
* Training medical terminology for new joiners.

**Educational Qualification**

* **Master of Business Administration** from Osmania University in 2012.
* **Bachelor of Physiotherapy** from Dr.N.T.R University of Health Sciences in 2005.
* **Intermediate** from Board of Intermediate Education in 2000.
* **SSC from** Board of secondary education in 1998.

**Other Credentials**

* Life member in Indian Association of Physiotherapists (Reg.No:L-26601).

**IT- Skills :** Ms Office.

**Personal Details**

**Date of Birth** : 07th March 1983

**Languages Known** : English, Hindi, Urdu and Telugu

**Marital status** : Married

**Nationality** : Indian

**Religion** : Islam

**Declaration:**

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