**omonye.169827@2freemail.com**

**CURRICULUM VITAE**



**Name: OMONYE**

**Sex: Female**

**Nationality: Nigeria**

**Resident: Dubai, UAE**

**Civil status: Single**

**Visa Status: Visit Visa**

**Position: Insurance coordinator**

**SUMMMARY**

**Organised insurance coordinator with the aim to serve the organisation better with honesty, integrity and confidence; To make use of the opportunities and facilities for the development of organizational and individual goals while learning and harnessing my personal potentials in the process.**

 **JOB EXPERIENCE**

**MERIDIAN HOSPITAL LTD - G.R.A Port Harcourt, Nigeria. 06/2011- 07/2017**

* I attend to all insurance customers in the clinic.
* I coordinate, liaised and network between insurance companies.
* I maintain files and records of all insurance cases.
* I processed insurance and disability claims in a timely manner.
* Handled patients queries regarding unpaid balances.
* Circulated documentation as needed for reviewing.
* Prepared insurance forms and associated correspondence
* Submission of insurance claims on a monthly basis.
* Resubmission of rejected claims.
* Determined the reasons for denied claims.
* Provide customers related claims and billings
* Followed up with insurance companies to propriety and medical necessity of services by the facility.
* Review all claims for accuracy.
* Works closely with patient relations, managers, customers, care representatives, nursing staff, insurance managers and providers to ensure claims accuracy and processing.
* Taking verbal and written approvals from insurance companies.
* Taking tariff and agreements for procedures from the insurance company.
* Maintained strict confidentiality related to medical records and other data.

 **KNOWLEDGE, SKILLS AND ABILITIES**

* Comprehensive problem solving abilities.
* Good verbal and written communication.
* Ability to deal with people.
* Organizing and coordinating skills.
* High level of listening skills.
* Work independently and demonstrate good judgement.
* Willingness to work in a team.
* Time management.
* Computer literate

**EDUCATIONAL BACKGROUND**

* B.Sc. in Human Physiology, Ambrose Alli University, Ekpoma Edo State, Nigeria.
* WAEC Certificate in Emado Secondary School, Ekpoma Edo State, Nigeria.

**LANGUAGES**

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| * English
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**HOBBIES**

* Travelling, Reading, Music, Surfing computer, Motivating People.