Dear Sir/Madam,

I am writing in response that you are searching an applicant for Insurance Clerk as I order to share my skills and experience which prove beneficial to the company team.

As my curriculum indicates that I have been involved in documenting and communication serving in a position for the past 6 years with the dedications on creativity process as well as the opportunity to perform my duties in exciting manner to the target of the company.

A few of my accomplishments in those areas includes, inquiries, encoding, claims, making raports, campaigns, and various communications. I have been a self-driven and have an experience in handling insurance for about 4 1/2 year in health care provider. I am able to do my work independently and under supervision, share my learning, ability, knowledge with the other team members.

I will be available anytime to visit and attend meetings as reference of my applications in able to proceed achieving goal to continue my career.

Looking forward for your good office consideration.

Thank you and

Best Regards,



Jean

Applicant

Whatsapp +971504753686 / +919979971283

Jean M: Whatsapp +971504753686 / +919979971283, E: jean.375948@2freemail.com

|  |  |  |
| --- | --- | --- |
|  | **JEAN**  |  |
|  | **OBJECTIVE** |  |
|  | Gain and obtain a position in which my knowledge, ability and organizational |  |
|  | skills can be fully utilized in order to achieve results and attain my professional |  |
|  | growth, and continuing my higher education in any field of interest. |  |
|  | To use my knowledge, experience, and develop d skills to attain a responsible |  |
|  | and challenging position in Administration which would exchange |  |
|  | organizational as well as personnel growth. |  |
| M: +971504753686 / +919979971283 |  |  |
| E: jean.375948@2freemail.com  | **PROFESSIONAL EXPERIENCE** |  |
| Nationality: Filipino |  |  |
| Marital status: Single | **SFDC Dental Centre** |  |
| Language: English, Tagalog |  |
| **“ Insurance Coordinator”** |  |
| Visa Status: Cancellation under |  |
| Baniyas, Abu Dhabi |  |
| Progress |  |
| July 2016 – Dec 2017 |  |
|  |  |



**AREAS OF EXPERTISE**

Handling claims processing High literacy in Computer

Perform authorization, re-submission and submission electronically. Organizing and Maintain Raport

Good manners of communication Provide quality customer service Working in professional environment Initiating,

Coordinating on clerical Acquire knowledge for changes Competitive and Hardworking

**PROFESSIONAL ACADEMIC**

**Professional Caregiving**

**St. Augustine School of Nursing**

Caloocan City, Philippines 2009

**Bachelor of Science in Dental Medicine Continuing Clinic Qualification in Dentistry Manila Central University – Our lady of Fatima University**

2008

**Graduate of Associate Health and Science Manila Central University**

Caloocan City,

Philippines 2002

**Responsibility and Duties**

* Apply coding rules to code all diagnosis and CPT as applicable inpatient, outpatient and emergency patient.
* Perform data entry function of codes.
* Preparing Insurance Coding / Claims / Submission / Re-submissions, ICD-10
* Utilize automated encoding system to facilitate coding.
* Accept incoming and outgoing calls for the management.
* Participate in continuing education activities to maintain and improve coding skills.

**SADM Dental & Medical Centre**

**“Archives Insurance Coordinator”**

Hamdan Street, Abu Dhabi

May 2014 – June 2016

**Responsibility and Duties**

* Handling in clerical work.
* Experience of handling patient administrative
* Manage of Insurance Coding / Claims / Submission - ICD-10
* Manage patient file internally and systematic ally with secrecy.
* Accept incoming and outgoing calls for the management.
* Arrange specific date of schedule of the client to their requested physician.
* Manage clients complaint, relay and provide necessary solutions.



**QUALIFICATION SEMINARS ATTENED**

**Certificate of Participation**

* + **ICD-10 Medical Coding affect from Safety Reporting** AHA Central Office - Continuing education hours April 2017
	+ **ICD-10 CM Diagnosis Coding for Home Health Participation** Elsevier Program , Abu Dhabi, U.A.E. Issued: April 21, 2016
* **Certificate of Participation**

**ISD – Center of Diabetes Care Netw ork Inc.** Marikina City, Philippines, Issued: N ov. 7, 2009

* **NationalCertificate in Professional Caregiving-NC II Technical Education & Skills**

**Dev’t. Authority**

Caloocan City, Philippines, Issued: Se ptember 30, 2008

* **Certificate of Participation**

**The Philippine National Red Cross**

**St. Augustine School of Nursing**- 2008-2009

**\*I hereby certify that the above information is true and correct.**

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