



## Dr. Ramya Hari Thayyullathil

Executive-Department of Operations

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### CAREER OBJECTIVE

To work for a reputed organization in a position that is challenging, skill enhancing and fruitful for improving overall competencies.

### ACADEMIC BACKGROUND

Year(s)	Qualification – Degree / Certificate	Board/University	College / Institute/ University	Grade / CGPA
2018 – 2020	Masters in Hospital Administration	Manipal Academy of Higher Education	Manipal Academy of Higher Education	7.79/10
2010 – 2016	BDS	Kerala University of Health Sciences	MES Dental College	Second Class

### WORK EXPERIENCE



- ✓ **Company** : Rajagiri Hospital, Kochi
- ✓ **Duration** : Nov, 2020- Present
- ✓ **Position** : Executive

#### **Insurance QA/QC Administrator (Sep 2021- Present)**

- Ensuring the data provided in pre-authorization forms matches the in- patient record of the patient.
- Follow up of planned admission patients with their respective insurance companies.
- Tracking the initial approval status of the pre authorization form.
- Ensure insurance related queries are followed up for individual patients till discharge.

- ✓ **Position** : **Junior Executive**

#### **Financial Counseling (Nov 2020- Aug 2021)**

- To aid patients prior to surgery by giving financial counseling – direct cash and insurance patients.
- Providing package rates/other tariffs/estimate for pre-authorization process of insurance department for various procedures and surgeries.
- Verifying bills of discharged patients and creating master data for approximate surgical cost.
- Supporting Insurance and corporate department of hospital in provision of hospital rack rates for each procedure.

- ✓ **Company** : Manipal Hospital (Whitefield) - Bengaluru.
- ✓ **Duration** : Dec 2018 - Jan 2019
- ✓ **Position** : **Management Trainee - Internship**
  - Determining the Turn around Time (TAT) in the department of Orthopedics and General Surgery.
  - Calculated the average In-Time and Out-Time of the patient.
  - Aided in determining the average consultation time required by the physician.



- ✓ **Clinic** : Dr SB's Dentistry and Orthodontics
- ✓ **Duration** : Nov 2016 - Jul 2018
- ✓ **Position** : **Dental Surgeon**
  - Diagnose and treat diseases, injuries or malformation of tooth, gums or related oral structures.
  - Tooth extractions, restorations, root canal treatments and core build ups.
  - To design, make or fit prosthodontics appliances like removable partial dentures, fixed partial dentures or complete dentures.

### EXTRA CURRICULAR ACHIEVEMENTS

- ✓ Won prizes for music competition in school/college level.
- ✓ Compered various events at college.

### Training/Certification Course

- ✓ NABH 4 – Entry level certification

### SKILLS

- ✓ Triotree-HIS, M S excel, MS word, Pre-authorization, Reporting.

### PERSONAL DETAILS

Date of Birth : 10-04-1992  
Father's Name : K . R. Haries  
Mother's Name : T Sajitha  
Category : General  
Gender : Female  
Nationality : Indian  
Home Town : Kozhikode  
Passport Details : Number : S0244647  
Permanent Address : Ammini (House no : 2) Span housing complex  
Naduvattom, North Beypore - 673015  
Phone No. : +91 9447422742  
Languages Known : English, Hindi, Malayalam.

I declare that the details above are correct and true to the best of my knowledge.

**Dr. Ramya Hari Thayyullathil**