

# RISWAN H

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## PROFESSIONAL SUMMARY

Detail-oriented health Insurance professional versed in claim adjudication. Bringing 7 years of expertise in preauthorization & reimbursement claim process. Highly trained professional with a background in verifying insurance benefits. Committed to maintaining professional relationships with clients to increase profitability and drive business results.

## EXPERIENCE

10/2019 to Current

**Assistant**

**HEALTH INSURANCE TPA OF INDIA LTD — Kochi**

- Properly filed insurance claims by obtaining and entering data related to patient, insurance provider and medical code for procedures and services provided.
- Prepared and organized files for new claims.
- Assisted the preauthorization department staff in updating and documenting preauthorization request
- Set up and entered new claims into claims management system.

08/2015 to 09/2019

**Executive**

**VIDAL HEALTH INSURANCE PVT. LTD — Kochi**

- Ensured to process assigned preauthorization requests and inspect apt allocation of co-pays, deductibles, reimbursements and co-insurance
- Processed different sets of medical plans as well as benefits
- Comprehensive knowledge of medical terms and patient care services
- Assisted Customer Service Representatives by answering telephone inquiries concerning the status of medical claims, procedures for submitting claims, procedures for submitting appeal letters for then claims are denied for payment
- Organized and reviewed medical claims for completeness, accuracy, and took appropriate action to ensure procedures are followed
- Processed preauthorization according to provider contracts.

## CORE QUALIFICATIONS

- Remarkable claim handling experience
- Ability to multitask and maintain accuracy in high pressure environment
- Expertise in preauthorization claim process
- Product and service knowledge
- Health insurance regulations
- CRM and office management software
- Insurance eligibility verification
- Microsoft office proficiency
- Comprehension of medical terminology
- Multitasking

## EDUCATION

2014

**B Sc Botany**

**Maharaja's College — Kochi**

## LANGUAGES

- Malayalam
- English
- Hindi
- Arabic

## STRENGTHS

- Optimistic
- Team player
- Quick learner
- Active listening
- Leadership qualities
- Decision making
- Disciplined

## DECLARATION

I hereby declare that the particulars given above are true and correct to the best of my knowledge.

**RISWAN**