

Resume



Subhash.T.C

Changarth Valiya veedu

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Date of Birth: 02/11/1977

Summary

Passionate medical administrative supervisor in JCI accredited hospital with 19+ years of experience supporting medical offices and patient service departments. Performed medical insurance approvals with over 99% accuracy and processed medical billing transactions that required in-depth medical industry knowledge.

Experience

Admission and Discharge office supervisor

Mouwasat Hospital – Jubail - Saudi Arabia

October 2010 – December 2021

- Managed medical insurance approvals and patient reports on daily basis.
- Worked with different international medical insurance companies.
- Worked with medical and non-medical staff to ensure completion of tasks on schedule.
- Managed and analysed in patient services on daily basis.
- Familiar with two international Health Care Information systems.

Emergency room reception in charge

Mouwasat Hospital – Jubail - Saudi Arabia

October 2002 – September 2010

- Managed emergency patients and their insurance approvals and billing.
- Supervised 15 members of reception and medical insurance approval team.
- Led and executed plans to improve patient care and better services.
- Processed financial information and transactions for medical billing.

Education

- Degree of Bachelor of Arts in Economics.
- Post Graduate Diploma in computer application
- Diploma in computer application.

Languages known

English
Hindi
Arabic
Malayalam
Tamil

Declaration

I sincerely declare that the above-mentioned details are true to my knowledge and belief.

Subhash.T.C