



Baburaj . S

Insurance Coordinator

Profile

A Healthcare Professional with more than 12 years of experience in all areas including pre-authorization, approvals, claim processing submission, reconciliation and re-submission in India, GCC Oman and UAE looking to obtain a position where my experience and potential can be fully utilized also Accounting and Clerical professional with over 9 years of experience.

EXPERIENCE

G G Hospital Thiruvananthapuram, Kerala,

Insurance Coordinator

Duties and Responsibilities:

- Pre-authorization
- TPA Files Follow-Up and Closure.
- Handling Patient Queries and Grievances.
- Insurance settlements

Thumbay Hospital New Life, Hyderabad,

Senior Associate - Claim Processing- 09-09-2016 to 22-12-2018

Duties and Responsibilities: (Doing their UAE work from here)

- Reconciliation of amount received from the insurance company.
- Validation of the claims as per the rejection denial codes given by the company.
- Identifying the medical and billing rejections.

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Babu Nivas,

Peruthala, kattayikonam, Pothencode,

Trivandrum 695584, Kerala.

Skills

Healthcare Management

Team Management

Pre-authorization/Approval

Claim Processing

Reconciliation Resubmission

M.S Office

Medical Terminology.

Insurance

ACADEMIC QUALIFICATION

1991, M. Com University of Kerala.

1989 B.Com. University of Kerala

1986 Pre-degree, Kerala University

1984 SSLC

Short-hand English Lower,

Typewriting English Higher

Language

English, Malayalam, Hindi

- Separation of medical rejections and submitting to the doctors for justification.
- Re-Resubmission of reconciled claim to the company. .
- Downloading of remittance from EclaimLink (DHPO) software

Lifeline Hospital, Oman (a unit of VPS healthcare),

Insurance Coordinator, 17-12-2012 to 06-07-2015

Duties and responsibilities

- Good knowledge about TPA
- Coordinating, liaising and networking between insurance companies regarding eligibility, approvals.
- Facilitate doctors and staff in all insurance cases/queries
- Reduce the medical rejections from Insurance companies
- Reconciliation and resubmission of rejected claims

PERSONAL PROFILE

DOB - 09thDecember 1968

Sex Male

Marital status Married

Nationality Indian

Passport No V8781143

Validity: - 28-03-2022 to
27 -03- 2032

Ananthapuri Hospitals & Research Institute, Trivandrum

Accounts Assistant and TPA Coordinator- 09.01.2006 to 10.12.2012

Professional Experience:

- Tpa Files Follow-Up And Closure.
- Handling Patient Queries And Grievances.
- new empanelments
- insurance settlements
- Ensuring coverage of claims, guiding staff for correct usage of claim forms, approval papers.
- Coordinating with insurance companies for obtaining information on new policies and their coverage.
- Explaining coverage of medical benefits to patients when required

M/s. Palode Paper Mills LTD Trivandrum,

Accounts Assistant / Steno-Typist . 01-09.1999 to 31.12.2005

- Verified and balanced debit and credit entries.
- Assisted in the completion of general ledgers and was responsible for negotiating and disputing the past due accounts.
- Carried out bank reconciliation activities for the Accounting year.
- Handled monthly journal entries, accounts and various ledgers

Marin Industries, Trivandrum, KERALA

Accountant/Clerk ; Period : 01-04-1996 to 13-05.1998

- Processed and recorded routine accounting transactions

- Verified and balanced debit and credit entries

MicromegEnterprisesPvtLtd,Chandigar

Steno/Typist;17.02.1994-13.09.1994

Johns Eye Clinic and Optical , Trivandrum

Clerk/Typist/Accountant, 01.09.1992-16.08.1993

