



Bijeesh PP

Email: bijeeshthilleri@gmail.com

Phone: +918593013537

Current Place: Hyderabad, India

Career Objective:

Progressive growth through application of my knowledge and skills, utilize my fullest potential and contribute my efforts towards the progress of organization.

Experience Summary:

As a senior processing officer excellent experience as inpatient & Outpatient coordinator, Experience in inpatient department (Billing and Submission), I can communicate well in English verbal and written, highly Proficient with computer system.

Qualification:

Post Graduate in Business Administration (MBA)
MG University, Kerala, India, Year 2011

Professional Experience:

1. FTC Business Consultancy Pvt Ltd. (HYDERABAD)-INDIA(UAE BASED)-Calibrate Claims Management Consultancy

Name of the Post : Sr Medical Billing & Claim submission Processor (IP&OP)

Duration: April 2017 to till now

Roles and Responsibilities

- Process the Insurance Billing, Submission & Resubmission task on daily basis for the clients.
- Doing the activities of insurance approvals (sending initial approval, Follow up with insurance company, Reverting request documents to the insurance company, Time to Time updating of inpatient insurance & Taking verbal approval for all emergency admissions and planned admissions including dental and physiotherapy).
- Follow up of pre-approval issues for all clients
- Resolving XML errors manually in order to submit the claim.
- Claims Submission in to Health Authority Dept.
- Checking denial summary for each client and notify the correction plan to them.
- E&M Billing, Radiology & Lab billing
- Room and board billing for inpatient and Daycare

- Daily using of CPT 4 code in billing and insurance activity
- Making DRG bill for insurance patients and submission to HAAD.
- Inpatient cash patient bill preparation.

2. **“Medeor 24*7 Hospital”, VPS Health Care Group, Abu Dhabi (U.A.E)**

Name of the Post: **In Patient Billing & IP claim submission**

Duration: From Dec 2014 to 2017 Jan 10

Roles and Responsibilities

- Sending insurance request for procedures, Follow up with insurance company, Reverting requested documents to the insurance company, Time to Time updating of insurance & Taking verbal approval for all emergency cases.
- Doing the activities of insurance approvals (sending initial approval, Follow up with insurance company, Reverting request documents to the insurance company, Time to Time updating of inpatient insurance & Taking verbal approval for all emergency admissions and planned admissions including dental and physiotherapy).
- Making Discharge bill for insurance patients as well as cash patients.
- Processing E-claim submission.
- E&M billing & Room and board billing
- Day care billing and submission
- Making Discharge bill for insurance patients as well as cash patients.
- Processing E-claim submission.
- Medical billings (Lab & radiology).
- Preparing estimates for cost of treatment for the patient.
- Daily using of CPT 4 code in billing and insurance activity
- Co-coordinating with doctors for any insurance query .Etc
- Making MIS and reporting to the Operation Manager
- Processing Sick Leave in HAAD Website for patients.
- Processing Birth Notification in HAAD website.
- Carry the admission process of various patients with regards to schedule

3. **Company: Sutherland Global Services, SEZ, Cochin, Kerala.**

Name of the Post: **Support Analyst as Underwriting Support,** Back office work –

Argo Insurance Group (US)

Duration: 2 year experience 2012-2014

Roles and Responsibilities

- Provide research and clerical support to an underwriter
- Support the Underwriters in the delivery of an effective and efficient administration service
- ..○ Provide pre-underwriting and rating support to Underwriters and other staff.

- Assessing background information on the client
- Studying insurance proposals
- Calculating the risk
- Help maintain team standards through supporting other underwriting assistants in achieving their service/quality levels and targets, as required.

Skills

- Expertise in challenging responsibilities with dynamic solutions, Quick learner, Hard worker and dedicated with an ability to grasp new ideas and concepts.
- Ability to be adaptive and willing to cooperate in teamwork under great leadership.
- Young, Energetic and with pleasing personality and manners.
- Dealing with multi HIS Software's.

Computer Exposure:

- Working Platform : SAP, INSTA, SHADE, UNICARE, CLINIC PRO
- MS Office : Excel, Word, Outlook.

Personal Details:

Date of birth : 4th Sep 1986
Relationship status : Married
Gender : Male
Father's name : Balan P.P.K
Languages Known : English, Malayalam, Hindi & Telugu

Reference : Mr. Jasir T K
Calibrate claims management consultancy (ABUDHABI- UAE)
(Head of Insurance & Processing Dept)
+971569157607

ACKNOWLEDGMENT

I hereby declare that all the information furnished above is true and to the best of my knowledge and belief.

BIJEESH PP